## RECLASSIFICATION PROCEDURES FOR NONEXEMPT POSITIONS

### Reclassification

A reclassification may occur when the job class to which a position is assigned is changed by raising it to a higher class, reducing it to a lower class, or changing it to another class at the same level. (USM Policy VII- 9.20 - Policy on Pay Administration for Regular Nonexempt Staff employees)

PRIOR WRITTEN APPROVAL MUST BE GRANTED BY DIRECTOR, DEPARTMENT HEAD, DEAN, VP FOR DIVISION, OR DESIGNEE BEFORE AN EMPLOYEE IS PERMITTED TO WORK OUT OF THEIR JOB TITLE.

### Steps in the Reclassification Process

1. Reclassification requests must be submitted as described in UMES MOU Article 10 and USM Policy 9.70. The request must be initiated on the University of Maryland Eastern Shore (UMES) form entitled Reclassification Action Request Form by the incumbent or management (see page 2 of these instructions).

2. Form(s) must be completely filled out. (Incomplete forms will be returned)

3. All reclassification requests must be submitted with the attached documentation: current UMES job description, current USM job specification, and the new USM job specification for the requested position.

4. A Reclassification request initiated by incumbent, must have the written approval of immediate supervisor, Director, Department Chair, Dean, and Vice President. The Vice President for Administration and Finance must authorize position funding. All requested materials must be attached to the Reclassification Action Request Form. HRM will not begin the assessment until all approvals have been granted.

5. Approved form should be forwarded to HRM by Vice President for Administration and Finance or Designee.

6. HRM will complete an assessment of the materials and determine whether a meeting is necessary with supervisor and incumbent. HRM will determine whether additional meetings are needed.

7. HRM will write a report with the decision on reclassification and provide the salary recommendation.

8. HRM will notify incumbent and management in writing.

9. Employee initiated requests may occur no more than once per year per UMES MOU Article 10.

10. Questions regarding this process should be directed to the Employment Manager in the Office of Human Resources Management.

Note: These procedures are to be followed for Reclassification purposes only. For Position Requests see other procedures.