

## Chapter 10 Compensation

### 10.02 Reclassifications and Reallocations

- **Policy**

The duties and responsibilities of a filled classified position may change for a variety of reasons, including changes in technology, program goals, or organization. The University has the right to assign and reassign duties to an employee, based upon the needs of the work unit.

Wisconsin law (§ 230 Stats.) requires that the University allocate, reclassify, or reallocate classified positions to an appropriate class on the basis of authority, responsibilities, or other factors recognized in the job evaluation process. If the classification decision is delegated to UW-Madison, the Classified Personnel Office () will determine whether incumbents of filled positions which have been reclassified or reallocated should be regraded or if the position should be opened to other applicants. If the classification is not delegated, the Department of Employment Relations (DER) or UW System Administration will decide.

- **Reclassification**

- Reclassification is the movement of a filled position to a different classification when:
  - The duties and responsibilities of a position have changed as a result of a gradual and natural outgrowth of the duties the individual was hired to perform or of duties which were assigned since the position was reviewed for classification. The employee must have performed the changed or new duties for at least six months before the reclassification can become effective; or
  - The employee has completed specified training and has the requisite experience and proven performance in a job classification series that permits progression. For example, certain job classifications are routinely down-scaled from the objective classification level to a lower level for recruitment and training purposes. After six months, the position may be reclassified and the incumbent moved with the position to the objective level if the required period of training and job experience has passed and the duties now are being performed at the objective level.
- Positions, not persons, are reclassified  
An employee's current pay rate, length of service, or volume of work do not justify reclassification. When the level, complexity, and nature of the duties and responsibilities assigned to a position are more appropriately described by another job classification, either the supervisor or the affected employee may ask the department chair/director to submit a reclassification request to the employing unit personnel representative and the Dean or Director's office for review prior to submission of the request to.
- Reclassification is NOT warranted under the following circumstances:
  - If the duties and responsibilities of a position change so significantly in terms of type, level, and/or complexity, that a new position is actually created. Usually, if more than 50 percent of the position duties have changed to a higher classification level, a new position has been created which must be filled by competition rather than regrading of the current incumbent. Some possible alternatives for filling a new (filled) position include:
    - If the employee currently performing the new function is in a position classified at the same level or at a higher level than the new position, that employee may move into the new position by transfer or voluntary demotion.
    - If the employee's current position is classified at a lower level than the new position, that employee can move into the new position only by promotion. This requires that the employee compete for the position.
  - The employee has not performed the changed or new duties for at least six months.
  - When supervisory, lead work or managerial duties are initially assigned to or removed from a position.

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- When new duties are assigned to a position which will change the classification level and these duties could reasonably have been assigned to other employee in the work unit.
- Probationary employees cannot be reclassified.
- **Reallocation**
  - Reallocation is the reassignment of a position to a different job classification when:
    - The concept of the job classification or class series changes;
    - A new job classification is created;
    - An existing job classification is abolished;
    - The level of the job classification is reappraised;
    - An error in the original job classification is corrected; and/or
    - The duties of a position change logically but the changes are not gradual.
- **Procedures**
  - **Reclassification**
    - Initiation of a Reclassification Request
      - The supervisor should develop an accurate description of duties and responsibilities in the position and should document the changes which have occurred since the previous position description was written.
      - Use the Reclassification Analysis Form (Appendix 10-B) to list the specific changes in the duties of the position and to explain the reasons for the changes.
      - If there is a disagreement between the employee's description of the duties of the position and the supervisor's description of the assigned duties, an attempt should be made to resolve these differences before the final position description is prepared. If no agreement can be reached, the final position description should reflect the supervisor's description of the position. At that time, the employee should be directed to perform the duties described and to sign the position description to acknowledge the assignment even though the employee may not agree with the assignment.
    - Review of a Reclassification Request
      - Reclassification requests should be reviewed, analyzed, and approved by the employing unit personnel representative prior to submission to.
      - Several documents must be submitted to support review of a position for reclassification. The required documents are listed on the Reclassification Analysis form (Appendix 10-B).
      - The unit personnel representative or analyst may conduct an audit of the position with the employee, supervisor, or others with direct knowledge of the duties of the position.
    - Delegated Reclassifications
      - The analyst or the employing unit personnel representative (i.e., those with formal delegation authority from) will approve, modify or deny the request. Denials are sent in writing to the requesting unit and include a statement of the appeal procedures available to the employee.
      - The employee, if desired, may elect to withdraw a reclassification request rather than receive a formal written denial. Withdrawals do not afford subsequent appeal rights.
    - Non-delegated Reclassifications
      - Reviews the request before it is sent to the DER Division of Classification and Compensation (DCC) or UW System Administration.
      - DCC or UW System Administration will approve, modify, or deny the request. Written approvals, including the new classification, effective date, and pay rate will be sent to the employee and supervisor. Written denials will include the appeal procedures available to the employee.
  - Appeal Procedures

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- If a formal reclassification request is denied by on a delegated title, the employee may appeal by writing the Personnel Commission within 30 days of receiving the denial.
- If a formal reclassification request is denied by on a non-delegated title, the employee may request DER/DCC or UW System Administration to review the reclassification request. The request for review should be in writing, stating why the employee believes the denial was not justified. The letter must be submitted to within 30 days of receiving the denial.
- Reclassification requests denied by a personnel representative at the employing unit level may be appealed to.
- **Implementation of Reclassification**
  - Reclassification may result in allocation of a position to a classification which is in a higher, equivalent, or lower pay range than the current pay range of the position. Upon reclassification of a position to a high level and regrading of the incumbent, the incumbent may receive a pay increase. Questions regarding pay upon reclassification should be referred to the appropriate personnel representative.
  - The effective date of a reclassification action is the beginning of the next pay period after or the delegated employing unit personnel office receives the reclassification request.
  - After reclassification, the incumbent obtains permanent status in the new classification and does not have to serve a probationary period.
- **Reallocation**
  - **Initiation of Reallocation and Implementation**
    - Positions are most frequently reallocated after statewide personnel management classification surveys. These surveys are undertaken periodically by DCC to update state job classifications to enable state agencies to recruit more effectively, to retain employees, and to ensure equitable compensation rates for duties performed. DCC will send a reallocation notice documenting the new classification, effective date, new pay rate, and employee appeal rights to all affected employees.
    - Occasionally, a position is incorrectly classified because of incorrect information provided on the position description or a judgment error in the original classification action. Either the employee or supervisor can bring the incorrect classification to the attention of through the employing unit personnel representative. will advise the supervisor and the employee of its decision.
    - An employee who is not on probation when reallocation occurs has permanent status in the new classification without a probationary period. An employee serving a probationary period when the reallocation occurs receives credit for time already served and continues the probationary period uninterrupted.