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, Classified Human Resources 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 Office of State Employment Relations (OSER) or UW System Administration will decide.

Employing Unit Review of a Reclassification or Reallocation Request

1. Reclassification and Reallocation requests should be reviewed, analyzed, and approved by the employing unit human resources representative prior to approval in JEMS-CHRIS-HR and submission to CHR.
2. The employing unit must have a copy of the reclassification or reallocation request signed by the supervisor and the employee prior to review of the request.
3. All of the required fields must be completed in JEMS-CHRIS-HR in order for the employing unit to review the request.
4. The unit human resources 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.
5. If the employing unit approves the reclassification or reallocation request, the employing unit should submit the request via JEMS-CHRIS-HR to CHR for review.

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 Classified Human Resources.
Chapter 10 Compensation
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.
  - 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.

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.

A Reclassification Request should be initiated by the supervisor in the JEMS-CHRIS system. The request will include the new position description, a justification explaining the logical and gradual change between the old position description and the new, and a proposed new title. The Reclassification Request should also include a revised organizational chart and any Confidential, management or supervisory exclusion analysis forms.

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.

Employing Unit Delegated Reclassifications

- The employing unit human resources representative will approve, modify or deny the request.
- For approved reclassification requests the employing unit human resources representative does the following:
  - Print off the Reclassification Form and the Employee Notification Form of Receipt of Reclassification or Reallocation Decision from the packet.
  - Replace the Reclassification Form and the Employee Notification Form of Receipt of Reclassification or Reallocation Decision in the signed packet with the final forms.
  - Sign the Reclassification Form and the front page of the position description. Send the entire packet back to the supervisor requesting signatures from the employee and the supervisor on the Employee Notification Form of Receipt of Reclassification or Reallocation Decision form. The entire packet should then be returned to the employing unit human resources office.
Chapter 10 Compensation

- The employing unit human resources office should make three copies of the final packet and distribute as follows:
  - Original to Classified Human Resources
  - Copy to employing unit human resources personnel file
  - Copy to the supervisor
  - Copy to the employee

  - For denied requests the employing unit human resources representative does the following:
    - Denials are sent in writing to the requesting unit and the employee and include a statement of the appeal procedures available to the employee.
    - Denied reclassification requests should be processed as updated position descriptions within the JEMS-CHRIS-HR system.
    - Copies of reclassification denials must be submitted to Classified Human Resources for inclusion in the personnel file.
    - 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.

Classified Human Resources Delegated Reclassifications

- The Classified Human Resources analyst will approve, modify or deny the request.
- Employing unit human resources offices will receive email notification when reclassification requests are approved by Classified Human Resources. Once approved, employing unit human resources offices should do the following:
  - Print off the Reclassification Form and the Employee Notification Form of Receipt of Reclassification or Reallocation Decision from the packet.
  - Replace the Reclassification Form and the Employee Notification Form of Receipt of Reclassification or Reallocation Decision in the signed packet with the final forms.
  - Sign the Reclassification Form and the front page of the position description. Send the entire packet back to the supervisor requesting signatures from the employee and the supervisor on the Employee Notification Form of Receipt of Reclassification or Reallocation Decision form. The entire packet should then be returned to the employing unit human resources office.
  - The employing unit human resources office should make three copies of the final packet and distribute as follows:
    - Original to Classified Human Resources
    - Copy to employing unit human resources personnel file
    - Copy to the supervisor
    - Copy to the employee

- Denials are sent in writing to the requesting unit and to the employee and include a statement of the appeal procedures available to the employee.
  - Copies of reclassification denials must be submitted to Classified Human Resources for inclusion in the personnel file.
  - Denied reclassification requests are processed as updated position descriptions within the JEMS-CHRIS-HR system.
  - 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

- Classified Human Resources reviews the request before it is sent to the Office of State Employment Relations (OSER) and/or UW System Administration.
- OSER or UW System Administration will approve, modify, or deny the request and notify Classified Human Resources.
Chapter 10 Compensation

- Employing unit human resources offices will receive email notification when reclassification requests are approved by OSER or UW System Administration.
- A copy of the approved reclassification request will be sent to the employing unit human resources office. Once received, employing unit human resource offices should do the following:
  - Print off the Reclassification Form and the Employee Notification Form of Receipt of Reclassification or Reallocation Decision from the packet.
  - Replace the Reclassification Form and the Employee Notification Form of Receipt of Reclassification or Reallocation Decision in the signed packet with the final forms.
  - Sign the Reclassification Form and the front page of the position description. Send the entire packet back to the supervisor requesting signatures from the employee and the supervisor on the Employee Notification Form of Receipt of Reclassification or Reallocation Decision form. The entire packet should then be returned to the employing unit human resources office.
  - The employing unit human resources office should make three copies of the final packet and distribute as follows:
    - Original to Classified Human Resources
    - Copy to employing unit human resources personnel file
    - Copy to the supervisor
    - Copy to the employee
- Denials are sent in writing to the requesting unit and to the employee and include a statement of the appeal procedures available to the employee.
  - Copies of reclassification denials must be submitted to Classified Human Resources for inclusion in the personnel file.
  - Denied reclassification requests are processed as updated position descriptions within the JEMS-CHRIS-HR system.

Appeal Procedures

If a formal reclassification request is denied, the employee may appeal in writing to the designated office within the table within 30 days of receiving the denial.

<table>
<thead>
<tr>
<th>If denied by:</th>
<th>Appeal to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employing Unit Human Resources</td>
<td>Classified Human Resources</td>
</tr>
<tr>
<td>Classified Human Resources</td>
<td>Delegated title: Wisconsin Employment Relations Commission</td>
</tr>
<tr>
<td></td>
<td>Non-delegated title: Office of State Employment Relations</td>
</tr>
<tr>
<td>Office of State Employment Relations</td>
<td>Wisconsin Employment Relations Commission</td>
</tr>
</tbody>
</table>

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 human resources representative.
- The effective date of a reclassification action is the beginning of the next pay period after or the delegated employing unit human resources 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.
Chapter 10 Compensation

Reallocation

Positions are most frequently reallocated after statewide personnel management classification surveys. These surveys are undertaken periodically by OSER 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. Employees affected will receive reallocation notice documenting the new classification, effective date, new pay rate, and employee appeal rights.

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. Employing unit personnel representatives 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.

Reallocation is the reassignment of a position to a different job classification when:

- A change in concept of the class or series.
- The creation of new classes.
- The abolishment of existing classes.
- A change in the pay range of the class.
- The correction of an error in the previous assignment of a position.
- A logical change in the duties and responsibilities of a position.
- A change in the level of accountability of a position such as that resulting from a reorganization when the change in level of accountability is the determinant factor for the change in classification. s. ER 3.01(2), Wis. Adm. Code. Procedures

Initiation of Reallocation and Implementation

Classified Human Resources Delegated Reallocations

- The Classified Human Resources analyst will approve, modify or deny the request.
- Employing unit human resources offices will receive email notification when reallocation requests are approved by Classified Human Resources. Once approved, employing unit human resources offices should do the following:
  - Print off the Reallocation Form and the Employee Notification Form of Receipt of Reclassification or Reallocation Decision from the packet.
  - Replace the Reallocation Form and the Employee Notification Form of Receipt of Reclassification or Reallocation Decision in the signed packet with the final forms.
  - Sign the Reallocation Form and the front page of the position description. Send the entire packet back to the supervisor requesting signatures from the employee and the supervisor on the Employee Notification Form of Receipt of Reclassification or Reallocation Decision form. The entire packet should then be returned to the employing unit human resources office.
- The employing unit human resources office should make three copies of the final packet and distribute as follows:
  - Original to Classified Human Resources
  - Copy to employing unit human resources personnel file
  - Copy to the supervisor
  - Copy to the employee
**Chapter 10 Compensation**

Denials are sent in writing to the requesting unit and to the employee and include a statement of the appeal procedures available to the employee.
- Copies of reallocation denials must be submitted to Classified Human Resources for inclusion in the personnel file.
- Denied reallocation requests are processed as updated position descriptions within the JEMS-CHRIS-HR system.
- The employee, if desired, may elect to withdraw a reallocation request rather than receive a formal written denial. Withdrawals do not afford subsequent appeal rights.

**Non-delegated Reallocations**

- Classified Human Resources reviews the request before it is sent to the Office of State Employment Relations (OSER) and/or UW System Administration.
- OSER or UW System Administration will approve, modify, or deny the request and notify Classified Human Resources.
- Employing unit human resources offices will receive email notification when reallocation requests are approved by OSER or UW System Administration.
- A copy of the approved reallocation request will be sent to the employing unit human resources office. Once received, employing unit human resource offices should do the following:
  - Print off the **Reallocation Form** and the **Employee Notification Form of Receipt of Reclassification or Reallocation Decision** from the packet.
  - Replace the **Reallocation Form** and the **Employee Notification Form of Receipt of Reclassification or Reallocation Decision** in the signed packet with the final forms.
  - Sign the **Reallocation Form** and the front page of the position description. Send the entire packet back to the supervisor requesting signatures from the employee and the supervisor on the **Employee Notification Form of Receipt of Reclassification or Reallocation Decision** form. The entire packet should then be returned to the employing unit human resources office.
  - The employing unit human resources office should make three copies of the final packet and distribute as follows:
    - Original to Classified Human Resources
    - Copy to employing unit human resources personnel file
    - Copy to the supervisor
    - Copy to the employee
- Denials are sent in writing to the requesting unit and to the employee and include a statement of the appeal procedures available to the employee.
  - Copies of reallocation denials must be submitted to Classified Human Resources for inclusion in the personnel file.
  - Denied reallocation requests are processed as updated position descriptions within the JEMS-CHRIS-HR system.

**Appeal Procedures**

- If a formal reallocation request is denied, the employee may appeal in writing to the designated office within 30 days of receiving the denial.

<table>
<thead>
<tr>
<th>If denied by:</th>
<th>Appeal to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classified Human Resources</td>
<td><strong>Delegated title:</strong> Wisconsin Employment Relations Commission</td>
</tr>
<tr>
<td></td>
<td><strong>Non-delegated title:</strong> Office of State Employment Relations</td>
</tr>
<tr>
<td>Office of State Employment Relations</td>
<td>Wisconsin Employment Relations</td>
</tr>
</tbody>
</table>
Chapter 10 Compensation

Commission

Implementation of Reallocation

- Reallocation 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 reallocation of a position to a high level and regrading of the incumbent, the incumbent may receive a pay increase. Questions regarding pay upon reallocation should be referred to the appropriate human resources representative.
- The effective date of a reallocation action is the beginning of the next pay period after or the delegated employing unit human resources office receives the reallocation request.
- After reallocation, the incumbent obtains permanent status in the new classification and does not have to serve a probationary period.