

APPLICATION FOR RECLASSIFICATION Professional Staff

A professional staff employee or his/her immediate supervisor may initiate an Application for Reclassification at any time if the employee believes his/her duties and responsibilities have changed to a sufficient extent to warrant a reclassification. Please include all required information and obtain required signatures to ensure the application is processed in a timely manner. Should you wish to review your application with Human Resources, please make an appointment to see one of the Human Resources Managers by calling extension 4227.

NAME _____ DIVISION _____

DEPARTMENT _____ EXTENSION _____

CHECKLIST OF REQUIRED MATERIALS
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- Any and all job descriptions under which the employee has worked in this title
- List of all new and/or additional duties not included in prior job descriptions
- List of duties from prior job description no longer being performed
- Attach other materials that provides an additional explanation as to how the scope of work, level of responsibility and/or authority has changed (see section 1.2 of procedures)

APPLICANT SIGNATURE _____ DATE _____

SIGNATURES

Your signature indicates agreement with the statement of duties being performed.

IMMEDIATE SUPERVISOR _____ DATE _____
 Agree Disagree

INTERMEDIARY LINE SUPERVISOR _____ DATE _____
 Agree Disagree

DIVISIONAL VICE PRESIDENT _____ DATE _____
 Agree Disagree

Attach a statement of duties to be removed, if any.

DIVISION OF HUMAN RESOURCES

HUMAN RESOURCES MANAGER _____ DATE _____

Desk Audit: Yes / No Recommend / Not Recommended / Written Justification Attached

VICE PRESIDENT FOR HUMAN RESOURCES _____ DATE _____

-----TO BE COMPLETED IF RECOMMENDATION APPROVED-----

New Title		Effective Date
Salary Range	New Salary	Position #

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Negotiated Reclassification Procedures

Article XVI, Section G. of the State Agreement between the State of New Jersey and the Council of New Jersey State College Locals, AFT-CIO provides that: .

1. *A substantial increase in job responsibilities in an existing position held by an employee may make the position eligible for a position reclassification review. Professional staff employees may apply to the first level non-unit supervisor for a position reclassification whenever there is a substantial increase in their assigned job responsibilities.*
2. *At each College/University, the procedures for position reclassification review shall provide for completion of the process and transmission of a final determination to the affected employee within (90) days from the date of submission of the employee's application. Waivers of the deadline, in particular cases may be agreed to by the College/University and the Local UNION. Reasonable requests for waivers will be granted.*

I. Application for Reclassification

- 1.1. An application for reclassification may be initiated by the employee or his/her immediate supervisor in writing on the appropriate Human Resources form which has been mutually agreed to by Local 1904 and the University. Attachments to the form must include:
 - a. Any and all job descriptions under which the employee has worked while in this title. If the employee does not have the job description, he/she may request copies from the supervisor.
 - b. A listing of any new and /or additional job duties not included in the prior job description(s) as well as identification of any of the duties from the prior job description(s) no longer being performed.
- 1.2. Material/information which may be included by the employee beyond that which is set forth above is that which provides additional explanation as to how the scope of work and/or level of responsibility (authority has changed; how the specific duties and responsibilities of the position do not conform to the job description for the title, and/or which otherwise supports the employee's request for a reclassification.
 - a. An application for reclassification may be submitted at any time that the employee believes his/her duties and responsibilities have changed to a sufficient extent as to warrant a reclassification.

II. Procedures for Review

- 2.1. Prior to submitting the application to his/her immediate supervisor, the employee should review the application checklist which is part of the, form to insure that the contents of the application conform to the list of required materials. If after so doing, the applicant is still uncertain as to whether the application is complete, the applicant may review the checklist with Human Resources to insure its completeness.

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- 2.2. If the application is initiated by the employee, it must first be reviewed by his/her supervisor who will indicate by signature on the appropriate line whether the supervisor agrees with the description of the job duties. Disagreement by the supervisor will not preclude the request from further consideration, nor will approval necessarily guarantee reclassification. The supervisor will also provide a current organizational charge with an indication in each box of bargaining unit and salary range (i.e. U-18) with a copy to the applicant if requested.
- 2.3. If there is disagreement, at this or any other level of the process, concerning the duties being performed by the employee, at whichever level of review the disagreement first arises, the applicant may request that a desk audit be conducted by a Human Resources Manager to determine exactly what duties are being performed or the applicant may withdraw the application. The findings of the desk audit will be appended to the request for reclassification as it proceeds through the next levels of review.
- 2.4. If there are intermediary line supervisors between the immediate supervisor and the applicant's divisional vice president, these supervisors will in turn also review the application with respect to whether the job duties and responsibilities are described correctly and so indicate on the appropriate line.
- 2.5. The application will then be reviewed by the applicant's divisional vice president. The vice president will review the description of the duties as set forth in the application first To determine if he/she agrees that these are the duties being performed and then to determine if he/she agrees that this position should include these duties. The vice president will then indicate on the appropriate line his/her determination as to whether these are the duties that are being performed and which of these duties, if any, he/she has determined should no longer be performed by this position and forward the reclassification application to the next level of review.
- 2.6. A Human Resources Manager, who is not the individual who has performed the desk audit, if any, will perform a technical review to determine whether or not a reclassification is warranted on the basis of continuing assigned job responsibilities which have been approved by the divisional vice president, or, to determine if the duties which have been designated by the divisional vice president for removal from this position constitute work which is beyond the scope of the original classification. A change in job duties will not necessarily warrant a reclassification nor constitute work which is beyond the scope of the original classification. The HR manager shall indicate his/her recommendation on the appropriate form and include a written rationale for his/her recommendation.
- 2.7. If it is the recommendation of the HR manager that the duties being performed are, in fact, beyond the scope of the assigned job responsibilities on which the original classification was based, the University will phase out those duties which are beyond the scope within 90 days from the date of application for reclassification, or, reclassify the position in accordance with the recommendation of the H.R. manager. If the decision is to reclassify the position, the employee and his/her supervisor shall be informed by the divisional vice president of the new title, range and salary.
- 2.8. The reclassification process will be completed within 90 days from the date of submission of the request for reclassification.
- 2.9. The effective date of the reclassification, if approved, will be the date the application was filed.

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III. Steps Prior to Appeal

- 3.1. If the request for reclassification is denied based on the recommendation of the HR manager and the employee or his/her supervisor disagrees with the reclassification decision, a request may be made for a copy of the HR manager's written rationale.
- 3.2. Should the employee or his/her supervisor have issues with the reclassification decision, the final level of administrative review shall be the Vice President for Human Resources.
- 3.3. Should an employee or his/her supervisor wish to meet with the Vice President for Human Resources prior to the Vice President reviewing the reclassification decision, the requesting party may schedule a mutually convenient date on which to meet.

IV. Appeal Process

- 4.1. Any appeal of a reclassification dispute shall be resolved pursuant to Letter of Agreement VII of the Statewide Agreement which states "All disputes concerning reclassification shall be resolved by appeal pursuant to N.J.S.A. 18A:3B-6(0 except that disputes concerning the application of the 90-day deadline set forth in Article XVI.G.2. shall be grievable pursuant to Article VII B.I. Article VII of the Agreement shall apply to reclassification under the same terms and limitations as such Article applies to faculty promotions.

Title 18A:3B-6(j) specifies one of the powers and duties of the Governing Board of the University as "To have final authority to determine controversies and disputes concerning tenure, personnel matters of employees not classified under Title 11A of the New Jersey Statutes, and other issues arising under Title 18A of the New Jersey Statutes involving higher education except as otherwise provided herein. Any matter independent hearing officer or to a subcommittee of the governing board for hearing and initial decision by the board except for tenure hearings under N. J.S. 18A:6-18. Any hearings conducted pursuant to this section shall conform to the requirements of the "Administrative Procedures Act" P.L. 1968, c. 410 (C.52:14B-1 et seq.). The final administrative decision of a governing board of a public institution of higher education is appeal able to the Superior Court, Appellate Division.