Reclassification - P&S

Introduction

This policy pertains to employees in the Iowa State University Professional and Scientific (P&S) classification. (Merit System employees may also request position reviews under this policy when the review may result in the position being classified as P&S.) A reclassification involves the classification of an existing position into a new job title and/or pay grade due to a significant change in job duties and responsibilities.

Policy Statement

To request a classification review or reclassification, the incumbent or supervisor thoroughly familiar with the position shall complete the position description (PD) form. The supervisor shall certify the accuracy of the duties, responsibilities, and information described in the PD, even if the supervisor does not agree with the request. Separate from the certification, the supervisor may provide recommendations to University Human Resources (UHR) regarding the classification.

UHR will analyze the PD and make a determination on the classification. During the review process, additional information about the position from the incumbent, supervisor, and/or department chair or director may be gathered. Following the determination, UHR will make appropriate notifications.

Appeal Rights

If UHR does not recommend reclassification, the negative decision may be appealed. The appeal must be filed within thirty (30) days of receipt of the decision.

The Professional and Scientific Classification Review Committee will convene to hear the appeal. After hearing the appeal, the Committee shall make a recommendation to the Associate Vice President, Human Resources, who will review and consult with the respective senior vice president or the president (or his/her designee) on the recommendation. A final decision will be communicated by the Associate Vice President, Human Resources.

A negative decision from the Associate Vice President, Human Resources may be appealed to the Board of Regents, State of Iowa.
Resources

Links

• Reclassification Guidelines
• Classification and Compensation, University Human Resources (UHR)
• Blueprint for Creating Professional and Scientific Position Descriptions [DOCX]
• Professional and Scientific Classification Review Committee