Routing process for PDs for reclassification in College of Engineering

1) Employee or Supervisor identifies the need for a reclassification. Current position description is obtained from People Admin and loaded into College of Engineering reclassification blueprint.

2) Employee and Supervisor work together to review and revise position description in blueprint format and track changes.

3) Supervisor routes the blueprint to the Department when review and revision is complete by Employee and Supervisor.
   a. As needed, Department edits blueprint and works back and forth with Supervisor and Employee to make revisions.
   b. Department completes sections 3, 4, and 5 of Reclassification Action Justification.

4) After review and revisions are complete, Department routes blueprint to College. If salary adjustment request is greater than 5%, department routes requested percentage and justification to College via email.
   a. College reviews and revises blueprint as needed working back and forth with the department.

5) Once position description blueprint is approved by the College, the blueprint is routed back to the employee to initiate the position description modification request and load approved changes to PD in People Admin.
   a. After loading, Employee verifies and routes to Supervisor. Supervisor verifies and routes to Department. Department verifies and routes to College. College verifies and routes to UHR Classification and Compensation.
   b. College routes any additional information pertaining to reclassification request including salary request, department comments, and college comments to Classification and Compensation outside of the system via email.

6) UHR Classification and Compensation reviews the request and conducts PD audit with employee. Following completion of audit, Classification and Compensation notifies College of reclassification decision via email.

7) College informs Supervisor and copies Department HR liaison of reclassification decision.

8) Supervisor informs Employee of reclassification decision.
   a. If approved, Supervisor notifies Employee of effective date and salary increase.
      i. Classification and Compensation finalize update of position description in People Admin.
      ii. Department initiates the EPA for classification and salary change.
   b. If denied, Employee may wait six months to reinitiate the reclassification process or engage in the appeal process.