

Supervisor's Guidelines for Reclassification / Reorganization

Is the Request for a Change in Position Reclassification, Reorganization or Neither?

1. Is the employee requesting to be reclassified to an existing classification? If no classification currently exists to which the employee wants to move, then the change is reorganization and not a reclassification.
2. Is the employee requesting a change due to an increase in their personal knowledge or abilities? Such a request is not a reclassification or reorganization. The employee may apply for any position for which he/she qualifies.
3. Is the request consistent with the personnel allocations to the department? The Reclassification Committee cannot allocate additional staff beyond current parameters. A conscious decision to add staff or employ a higher level staff in a department is not a reclassification decision; instead, it is a budget request for reorganization.
4. Have the employee's duties changed so dramatically that NO portion of the job description is any longer relevant? This may be reclassification if the changes occurred gradually over many years. However, if the duties changed by a conscious decision of a supervisor then reorganization most likely occurred without authorization.
5. Is the employee requesting his/her position be reviewed as a result of gradually changing duties over an extended period? If yes, then the request is probably a reclassification.
6. Has the employee been contracted in the position for more than one year (12 months)?

How Does a Supervisor Reorganize a Department?

A Supervisor reorganizes a department by creating a proposal for such and submitting it to the Branch/Division Leader. With the support of the Branch/Division Leader for the concept, the supervisor works with TM staff to develop specific job descriptions for the new positions, a rating of the level of the work, and an estimate of the additional personnel costs associated with the change. The supervisor then discusses the outcomes with the Branch/Division Leader. The Branch/Division Leader and supervisor develop the comprehensive budget for the change and determine whether additional funds are being requested or whether the reorganization can be funded with current budget allocations. Given the Branch/Division Leaders support for the changes as proposed, the Branch/Division Leader in cooperation with the Assistant Superintendent of TM will take the proposal to the Superintendency for review. With their approval, the change can occur as planned.