

## **I. Summary**

The University of California, Riverside is committed to providing a procedure to describe how a position is classified and the availability of a classification review.

## **II. Related Policies and References**

[Personnel Policy 20](#) – Recruitment and Promotion  
[Personnel Policy 21](#) – Selection and Appointment  
[Personnel Policy 30](#) – Compensation  
[Personnel Policy 36](#) – Classification of Positions  
[Guidelines to Completing the Job Description Form](#)  
[Job Description System \(JDS\)](#)  
[Classification of Positions & Process Overview](#)  
[Series Concepts & Specifications](#)

## **III. Policy**

Positions are established and classified based on the level and scope of assigned duties and responsibilities as documented in approved job descriptions. Positions with similar duties and responsibilities are grouped together in the same job series. As duties and responsibilities undergo significant changes, positions may be reviewed for reclassification.

## **IV. Procedures**

### **A. New Positions and Existing Vacant Positions**

1. The HR Department Coordinator in consultation with the supervisor develops the recruitment plan, recruitment profile, and job description via the iRecruit Requisition System, along with the Job Description System (JDS). The Requisition system contains key information required for Human Resources (HR) to review, classify and post the position for recruitment. For information on iRecruit, please visit the iRecruit support site.
2. Each organizational unit may establish its own internal routing/approval procedures for submitting the requisition package for new and existing vacant positions to HR.

### **B. Reclassification of Existing Positions**

1. Once a position is filled, the incumbent and supervisor will periodically review the Position Description to ensure that it describes the responsibilities and types of duties assigned. In the event of significant and permanent changes to the incumbent's responsibilities, a reclassification review should be requested. The Position Description may be reviewed via the Job Description System (JDS). For more information on the JDS, please visit the JDS support site.
2. Reclassification reviews shall be routed to Human Resources via iReview. The iReview system is UCR's online staff equity and reclassification review system. It allows for the completely paperless creation, routing, review and approval of equity and reclassification requests. For more information on iReview, please visit the iReview support site.
3. Employees have the right to request review of their positions. These requests can be submitted directly to Human Resources, with a copy provided to the organizational unit.

The employee is responsible for providing all required documentation (i.e., an explanation of the changes in the job responsibilities and a new job description signed by the employee and the supervisor) to support the reclassification request.

4. Each organizational unit may establish its own internal routing/approval procedures for submitting a request for reclassification to Human Resources. Additionally, each organizational unit may establish a designated contact for purposes of forwarding reclassification reviews and receiving reclassification recommendations from Human Resources. The designated contact shall be responsible for ensuring that reclassification recommendations from Human Resources receive the appropriate approvals from the dean/vice chancellor/unit head and are implemented accordingly.
5. Prior to routing the iReview request to Human Resources, the following information must be completed, or attached in the application:
  - a. Updated Position Description (the existing classified position description from the JDS interface is automatically copied)
  - b. Organizational chart
  - c. Supervisor Questionnaire (justification for the reclassification action)
6. Human Resources will review all requests based upon analysis of the changes in duties and responsibilities of the position, current Series Concepts & Specifications, and consideration of campuswide equity in similar job classifications. Each reclassification request will be returned to the designated contact within the organizational unit with a classification recommendation.
7. Each organizational unit shall establish its own notification procedures to inform the department head and employee of the reclassification recommendation.
8. An employee may obtain information on the reason for rejection of a request from their supervisor or Human Resources.
9. Where the position is designated as critical, the department head must ensure that the appropriate background check has been previously completed for the incumbent. If no record of a prior background check exists, the department head must ensure that the appropriate background check is completed as soon as notification of the change in classification is received. A second background check is not required when an incumbent is reclassified from one critical position to another critical position.

### C. Effective Date of a Reclassification

1. **Monthly Effective Dates:** The effective date of the approved reclassification for monthly paid staff will be the first of the month following the date of receipt of the request in Human Resources.
2. **Biweekly Effective Dates:** The effective date of the approved reclassification for bi-weekly paid staff will be on the next bi-weekly pay period following the date of receipt of the request in Human Resources.
3. Reclassification actions that result in an employee transitioning from a bi-weekly pay cycle to the monthly pay cycle, or a monthly pay cycle to a bi-weekly pay cycle will require that the effective date of the reclassification align with the pay cycle that the position has been reclassified into.
4. A request for an alternative effective date must include a written justification from the organizational unit and approval by the dean/vice chancellor/unit head.

#### **D. Salary Upon Approval of a Reclassification Action**

An employee whose position is reclassified upward will normally receive a salary increase (refer to UCR Local Procedures for Personnel Policy 30: Compensation). The Reclass Salary Review action is automatically created once the reclassification review is finalized via iReview. Note: the revised FLSA rule increased the minimum salary threshold for exempt employees to \$913 per week (\$47,476 per year), as a result all staff, including part-time employees who earn less than \$913 per week, will be designated as non-exempt and paid on an hourly basis.

#### **E. Appeal of a Reclassification Recommendation**

1. Where the dean/vice chancellor/unit head disagrees with the reclassification recommendation issued by Human Resources, the organizational unit will submit any new information concerning the duties and responsibilities of the position to Human Resources for re-evaluation. The request for re-evaluation must be received in Human Resources within 30 calendar days of the date on which the initial recommendation was issued. Human Resources will evaluate the new information and provide a written response to the appeal.
2. Should the difference continue, the dean/vice chancellor/unit head will justify, in writing, the basis for their own recommendation to the Executive Vice Chancellor and Provost. Human Resources will forward its own evaluation of the position and any other pertinent information. Final authority in such cases of difference will rest with the Executive Vice Chancellor and Provost.

### **V. Responsibilities**

#### **A. Human Resources**

Provide guidance for job Classification of Positions & Process Overview and allocate positions to established classifications except where such authority is specifically re-delegated.

#### **B. Department Heads and/or Service Centers**

1. Determine the essential functions and requirements of positions in their departments and ensure Position Descriptions are established and maintained in accordance with this policy.
2. Submit the reclassification request in accordance with the internal routing/approval procedures for the organizational unit.
3. Ensure that the appropriate background check is recorded and/or conducted when an employee is reclassified to a critical position.
4. Implement the reclassification decision once notification is provided by the organizational unit and/or Human Resources.

#### **C. Organizational Units and/or Service Centers**

1. Establish its own internal routing/approval procedures for submitting a request for reclassification to Human Resources.
2. Ensure that the reclassification package contains all required documentation.
3. Ensure that the internal approval/routing process for the salary adjustments described in PPSM 36 are communicated within the organizational unit, and that the dean/vice chancellor/unit head's approval is obtained when necessary.
4. Approve requests for policy exceptions when the proposed effective date of a reclassification increase does not comply with II.C.

5. The organizational unit may establish a designated contact for purposes of forwarding requests to Human Resources pertaining to reclassification reviews. If the organizational unit utilizes a designated contact in lieu of direct communication between Human Resources and the dean/vice chancellor/unit head, Human Resources will forward formal recommendations to the designated contact. The designated contact shall be responsible for ensuring that the recommendations from Human Resources receive the appropriate approvals from the dean/vice chancellor/unit head and are implemented accordingly.