

# STOCKTON UNIVERSITY



## PROCEDURE

### Reclassification of Positions – Classified Employees

Procedure Administrator: Associate Vice President for Human Resources

Authority: N.J.A.C. 4A:3-3.9

Effective Date: January 5, 2009; January 5, 2011; August 15, 2019

Index Cross-References: 6330

Procedure File Number: 6320

Approved By: Harvey Kesselman, President

Classified positions may be reclassified when the duties and responsibilities of that position change significantly. A request for a reclassification is typically initiated by the Supervisor or Manager who has assigned this position additional job functions to perform. However, an employee may request a job reclassification. It is important to note that the position is reclassified, not the person. The following actions are then taken:

- A Position Classification Questionnaire Form (available on the [Human Resources website](#)) is completed which is signed by the employee, immediate Supervisor, and Manager.
- The Position Classification Questionnaire, an Organizational Chart, and a brief memo outlining the changes in the position including specific tasks considered beyond the scope of the current title should be submitted to the Office of Human Resources (OHR). The request will be reviewed, and an audit of the position will be conducted.
- The OHR will then notify the Manager that the reclassification is approved or denied. Reasons for such action must be put in writing. If the reclassification is denied, the employee is advised of the right to appeal this action to the Civil Service Commission in accordance with N.J.A.C. 4A:3-3.9. After review of both the University and employee position, the Civil Service Commission will render a decision.

It is important to note that the reclassification of a position into a competitive classified title does not guarantee the incumbent permanent appointment to the position. The incumbent, once reclassified, is subject to promotional examination and will serve a working test period.

Review History:

	Date
Associate VP for Human Resources	06/26/2019
General Counsel	08/01/2019
Cabinet	08/01/2019
President	08/15/2019