



Facilities and Operations Reclassification/Equity Adjustment Guideline

Revised: 12/01/2015

SCOPE: The purpose of this guideline is to create consistency in processing reclassifications and equity adjustments in Facilities and Operations. This document will outline the steps that executive directors should follow in submitting a reclassification/equity adjustment request for employees.

DEFINITIONS: **RECLASSIFICATION** for an existing position may be warranted when a job function changes significantly. A reclassification can result in the employee's market title change and/or working title change (see note for details). Reclassifications can be submitted in December and June of each year. Examples:

- Substantial increase in job responsibility
- Decrease in job complexity
- New supervisory authority
- Departmental reorganization

Notes:

- *An employee's current salary rate, length of service, or volume of work alone does not justify a reclassification. It should be additional job responsibilities.*
- *Working title promotions are only recognized as reclassifications when there is not a market title series to assist with development. Any titles used for working title promotions must be on the approved list determined by FOHR.*
- *FOHR representatives should be included in any discussion regarding creating a new position, reorganization, etc.*
- *If a new position is created, a department cannot reclassify an employee into that position. The position must be posted and the employee can apply for the position.*

EQUITY ADJUSTMENT is only recommended when an employee is out of the recommended F&O salary ranges for their market title and/or working title. Adjustments are reviewed only once a year when the new market data is released in April.

TEMPORARY RECLASSIFICATION is due to considerable job duty changes that will be assigned to employee for a temporary amount of time (to a maximum of one year).

Examples:

- An employee is temporarily assigned another market title's duties.
- An employee is temporarily assigned added duties that would place employee into a managerial position.

IMPORTANT NOTE: Temporary reclassifications are approved at the department's executive director level (see procedures for details).

ANNUAL MERIT PROGRAM is the salary increase program that is only offered once a year in September. The program amount is determined each year by the university. University budgets for this program are determined on April 1st.

RESPONSIBILITIES: Employee's supervisor is responsible for initiating a reclassification when appropriate.

FOHR will assist employee's supervisor and department's executive directors on equity recommendations and market titles when requested.

Department's executive director will review and approve all forms and reports before sending them to the FOHR and AVPFO offices.

Note: FOHR will review request and recommend action or denial.

AVPFO Office will review recommendations and approve or deny.

FOHR will process the request and inform the appropriate department.

PROCEDURES:

Supervisor:

1. Determine that a request for a reclassification is appropriate for employee(s).
2. Reclassification requests require completion of both the following forms:
 - [F&O Reclassification Request Form](#)
 - [U-M Position Description Form](#) (Forms for Departments, Form HR36200)

Note: When completing the necessary forms, please use: the staff member's full name (no nicknames) and the employee UMID number (no Social Security numbers). Please reference Wolverine Access for the listing of all employees' official information: <https://wolverineaccess.umich.edu/>

3. Attach the appropriate F&O salary range information that determined proposed salary rate (Contact FOHR for salary range information)
4. Provide information that substantiates that the employee is currently performing desired tasks at an acceptable level for all reclassification requests.

Note: Prior performance evaluations may be used as supporting documentation.

5. Submit all the completed form(s) to the department's executive director for review.

Department's Executive Director:

Reclassification:

1. Review and confirm ALL information on the submitted forms and the F&O salary range.
2. Agree with the request and support its submittal.
3. Complete the [Reclassification Check-Off List](#).
4. Submit all the form(s), Check-Off List, and the F&O salary range to the appropriate FOHR representative.

**PROCEDURES
(continued):**

Equity Adjustment:

F&O equity adjustments are reviewed annually when the new market data is released in April.

1. The spreadsheets for review are created by FOHR and submitted to the department's executive director for review/approval.
2. Executive director reviews listed equity adjustment candidates to determine if employee has met work performance, is not under discipline actions, and department can support the budget of compensation increase.
3. A limited number of equity adjustment requests may be made at the discretion of the department. Such requests must be submitted in April.

AVPFO/F&OHR Office:

1. Review the request to ensure all information is accurate, complete, and complies with all HRAA requirements.
2. Give final decision on all equity requests.

Note: Please do not discuss potential changes with your employees until the Office of the Associate Vice President for Facilities and Operations notifies the executive director of the final decision.

3. Complete appropriate personnel action request (PAR).
4. Notify the department's executive director when the reclassification or equity adjustment is completed and the employee can be informed of the change.

For further information, see the [F&O Reclassification Questions and Answers](#).