School of UNDERGRADUATE STUDIES

Position Reclassification Request Form

In the event a supervisor believes a position is in need of reclassification, the following procedure should be followed:

1. The employee must be in a classified or A&P title.
2. Complete the Reclassification Request Form; attach department/center organization chart and any additional information as needed.
3. Send the completed form and required documentation to UGS Business Office, Mail Code G8000.
4. Once the Business Office's review is complete, the recommendation will be reported to the employee's supervisor.

Reclassification requests must be approved by the university's Human Resource Services, Compensation Section before they can be considered final.

Employee name	
Date	
Supervisor making request	
Current department	
Current title	
Time in current position	
Original hire date	
Current salary	

POSITION RECLASSIFICATION INFORMATION		
Desired classification		
Desired salary increase		
If a salary increase is requested, how will it be funded?	Department Other (please specify): _____	
If SFR, number and approval date	Number	
	Approval Date	
List the specific duties/responsibilities you feel are causing the employee to be out of class.		
Additional comments		

_____   _____
Supervisor's Signature   Date

_____   _____
Dean's Signature   Date

FOR HR USE ONLY   ____ Approved ____ Denied

HR Representative Signature   Date

FUNCTIONS *With percent time for each—must equal 100%. At least two essential functions are required; you may add up to eight with 500 characters per function.*		
FUNCTION ONE	PERCENT	
FUNCTION TWO	PERCENT	
FUNCTION THREE	PERCENT	
FUNCTION FOUR	PERCENT	

FUNCTIONS With percent time for each—must equal 100%. At least two essential functions are required; you may add up to eight with 500 characters per function.		
FUNCTION FIVE	PERCENT	
FUNCTION SIX	PERCENT	
FUNCTION SEVEN	PERCENT	
FUNCTION EIGHT	PERCENT	

SUPERVISORY INFORMATION	
Students to supervise?	Yes No
Staff to supervise?	Yes No

REQUIRED QUALIFICATIONS   *1200 character limit.*

PREFERRED QUALIFICATIONS   *1200 character limit.*

OPTIONAL QUALIFYING QUESTIONS
If desired, attach on a separate sheet of paper up to six multiple-choice questions with up to four answers each. There is a 250-character limit per question.

WORKING CONDITIONS
Exposure to standard office conditions
Climbing of stairs
Lifting and moving
Use of manual dexterity
Repetitive use of keyboard at workstation
Work as a team member in shared office space

ADDITIONAL WORKING CONDITIONS   *Optional*

JUSTIFICATION   *1200 character limit.*

TEST REQUIREMENTS   *Optional*
On File
Request score report from applicant

ADDITIONAL MATERIALS REQUESTED   *Optional*
Letter of application
Three reference names with phone numbers and email addresses
Résumé or CV
Other:

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