

## Request for Reclassification Procedure

A position classification review can be requested by the employee and/or the supervisor. For *existing* positions submit the following documents to HR:

1. New/updated [classified position description](#) **SIGNED** by both employee and supervisor. Unsigned position descriptions will be sent back for signature.
2. Copy of the old (former) position description.
3. Current Organizational Chart showing the position and at least 2 levels above and 1 level below the position. **All** current positions must be included with the following information indicated:
  - Classification
  - Name of the current incumbent and position control number (PCN) of the position
  - Percentage of time (50%, 100%, etc.)
4. For reallocations with a current incumbent submit a completed [Classified Personnel Document](#). For vacant positions please submit a [Classified Vacancy Packet Request](#).
5. Please include a memo with the reclassification request that includes and explains the following:
  - Who is requesting the classification review (supervisor, employee, both, etc.)
  - Reason(s) for the request for change in classification
  - Over what period of time the duties have changed (Please be specific and indicate whether the change was abrupt or gradual and over what period of time the change(s) took place.)
  - Specifically how the job duties, knowledge and skills required for the position have changed
  - Additional applicable information that Human Resources and/or MnSCU should be aware of when considering the classification review

NOTE: All documents above must be completed with all requested information or the paperwork will be sent back and the process will be delayed.