

RECLASSIFICATION PROCESS (suggestions)

Where to start ?

- Talk to your supervisor. Make sure s/he understands why you are requesting an upgrade. If s/he is not supportive, find out why. Ask specific questions!
- Contact Sue Lindrup in Human Resources. She will provide you with the paperwork necessary. Sue should also provide you with a timeline on how the process works.
- Contact Michele Golightly (Allendale Campus) or Shawn Evans (GR Campus), with any questions regarding the process.

Evaluate your position before you complete the paperwork from HR.

- The upgrade request is based upon the job requirements. Not your skills. Should you be replaced, will your supervisor require the next person to fulfill the duties you are now handling?
- DO NOT include your personal reviews with your reclassification request. Once again, the reclass is based upon the job, not you personally!
- Take a good look at the current job description. How does that compare to what you actually do?
- Do your homework! Read other job descriptions that fit your current level and job descriptions at the level you are requesting. You can find all job descriptions on the web at: http://www.gvsu.edu/hro/index.cfm?fuseaction=home.dsp_cotdesc_list OR (www.gvsu.edu/hro > click Employment > general information > COT position descriptions)
- Write down EVERYTHING you do.
- Emphasize anything that has changed since you were hired or last requested an upgrade.
- Ask yourself, are the additional duties that you now perform covered under your current job description?
- Once you have completed the tasks listed above, you should be ready to fill out the Job Analysis Factors form (JAF) Sue Lindrup would have provided you with. When you turn in your completed JAF, include examples of your work if applicable or if you feel it would be helpful for the review committee to see.

Wrapping it up.

- Have your supervisor review your paperwork. You might consider getting a letter of recommendation from your supervisor to include in your packet. Suggest to him/her that the letter speaks to the job and why s/he feels it deserves an upgrade.
- When you have completed the paperwork, submit it along with any examples of your work to Sue Lindrup. IMPORTANT....Email Michele or Shawn to let her/him know you have formally submitted your paperwork. **Keep copies of everything!**

Understanding the process.

- When you get the paperwork, understand that the levels you select do not correlate with the various classifications. Let's say you are currently a C2 and you are requesting an upgrade to a C3. Selecting Level 3 for each of the 4 categories that are reviewed by the job analysis factors won't necessarily get you a C3. You are much better off assessing your position fairly and selecting a level you feel is appropriate rather than selecting the top level of each category or say all Level 5's because you are requesting an upgrade to the C5 classification.
- Spend the time necessary to put your best foot forward. Along with the written documentation, you will be given an opportunity to verbally present your job duties. Practice.
- It takes time for the process to unfold! Once you submit the paperwork to Sue Lindrup in HR, she then notifies Michele or Shawn and provides him/her with a copy of your application. A meeting is set up between you, Sue Lindrup and a COTA representative (at this time it will be either Michele or Shawn.) Sue and the COTA representative make a recommendation that has to be processed. If your upgrade request is recommended at this first step, the paperwork still has to go through your department, the provost office, and the budget office before you will be notified that your upgrade has been approved.
- If your request is not recommended, you can appeal it by contacting Sue to let her know you would like to take it to the full committee. You will be asked to meet before a panel that consists of 3 HR reps, 3 COTA reps and your supervisor. It is important to understand that each classification has a point range that you will score in. If your job duties have changed, it might move you to the top end of your current classification, but not into the next classification.

COTA Reclassification Committee:

Shawn Evans - Chair

Mary Ann Holcomb

Michele Golightly