

## Reclassification Information and Forms

The following is an overview of the reclassification process at UW-Whitewater. For specific information please contact Human Resources & Diversity at 472-1024.

### Definitions

**Reclassification** - The assignment of a filled position to a different classification based upon a logical, natural and gradual outgrowth of the duties or responsibilities initially performed by the position.

**Reallocation** – The assignment of a position to a different class by the appointing authority when change has not occurred gradually or as a natural progression.

**Regrade** – The determination that the incumbent of a position, which has been reclassified/reallocated, should remain in the position without opening it up to other candidates.

**Competition** – Opening a position to other candidates. This is not synonymous with competitive examination, but means the position could be filled through many different types of transactions, such as promotion, transfer, demotion, reinstatement, etc.

### What are logical changes?

Changes which are reasonably related to the previous duties or responsibilities of the position. If 50% or more of the duties or responsibilities have changed since written notice was last given to the appointing authority, the changes are **not** logical since a new position has been created. **Note: Initial assignment or complete removal of leadwork, supervisory or managerial duties or responsibilities is NOT a logical change.**

### When are changes gradual?

If the duties, which constitute the reason for the class change, were previously at least 26% of the position, the expansion of such duties to 51% of the total position is considered a gradual change.

Gradual changes do NOT:

- 1.) Constitute a significant portion of the position (more than 25%) and occur abruptly (over a period of less than six months).
- 2.) Result from reorganization, changes in equipment used to perform work or a reassignment of duties from a vacant or abolished position.
- 3.) Result from the removal of a supervisory level position.

### To request a reclassification:

Submit the following completed documents to Human Resources & Diversity, Hyer Hall 330:

- a.) Reclassification/Job Analysis Form
- b.) Copy of the current (old) position description
- c.) Copy of the updated (new) position description with [cover page](#) (**Leave “Classification Title”-#6 blank**)
- d.) Current organizational chart for the department (contact HR&D if an updated chart is needed)

### Important Information

\*Reclassification is the result of a logical, natural and gradual outgrowth of existing duties, not new duties.

\*Positions, not people are reclassified. A reclassification is not based on an employee’s rate of pay; length of service; volume, quality and/or quantity of work.

\*The effective date of an approved reclassification is the start date of the first pay period following receipt of appropriate documents (Reclassification/Job Analysis Form, Old & New Position Descriptions and Organizational Chart). It is recommended that you send these documents electronically if possible via email to [hr@uww.edu](mailto:hr@uww.edu).