

Classification Review Request

Employee-Initiated

Staff employees have a right within University policy and/or contract language to initiate a classification/skill level review of their position. When an employee initiates a classification/skill level review request, the department is required to fund any salary increase due to advancement to a higher classification or skill level.

Procedures

1. Employees who initiate review requests should complete the following documents and submit to their Supervisor/Appropriate Administrator for review and submission to Human Resources.

REQUIRED DOCUMENTS: All of the documents listed below are required at the time of submission. Incomplete packets will be returned to the initiating party.

- One (1) copy of the “old” (former) position description.
 - Final draft of the “new” position description, in Microsoft Word format
 - One (1) copy of an up-to-date department organization chart showing incumbents’ names, classifications, working titles and reporting relationships.
 - A memorandum that explains why the request is being submitted.
 - Include a signature line for the Vice President, acknowledging submission
2. It is the responsibility of the supervisor, appropriate administrator or Vice President to:
 - Review the request, ensuring that the job description and comments provided by the employee reflect reported duties as assigned; and,
 - Ensure their own review does not unnecessarily delay the submission of the review request to the Office of Human Resources.
 - Vice Presidents – Please sign the submitted memo acknowledging submission of the request. *Signing the memo does not necessarily equal agreement with reclassification.*
 - Submit the entire packet to the Office of Human Resources, Classification & Compensation via e-mail (classandcomprequests@csus.edu)
 3. The Office of Human Resources will acknowledge receipt of the request and respond with an approved classification decision within 180 days of receipt of all materials.

Note: For overall campus consistency, the time frame stipulated within the CSUEU bargaining unit contract (180 days from date of receipt) is also effective for Units 1, 4 and 6.

4. The Office of Human Resources will reach a classification/skill level decision and send a Results Memo to the appropriate administrator, and/or department chair, with a copy to the Division’s Vice President/Provost. Should the decision result in a reclassification, the Results Memo will include specific directions to complete the reclassification process.

The Office of Human Resources will separately provide a Notice Memo and approved position description to the employee, with a copy to the appropriate administrator and/or department chair and division's Vice President/Provost.

5. The position description must be signed in accordance with campus procedures and forwarded to Classification & Compensation (ZIP 6032) or e-mailed to classandcomprequests@csus.edu, for proper filing.

NOTE: The employee may appeal the classification decision, in accordance with the applicable Collective Bargaining Agreement.

For more information on the Classification & Compensation program (information, policy and procedures), please refer to our [website](#).