

Human Resource Office Policy
Reclassification and Promotion of Positions
Professional Staff and Classified Service Staff

Rev. 1/24/2007
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Approved By: Cabinet
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Category: Human Resources
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Policy

The reclassification or promotion of professional and classified positions must be processed in accordance with the SUNY Policies of the Board of Trustees, Civil Service law, and the applicable bargaining unit agreements. Requests for reclassification and promotion are subject to the approval of the department head, respective Vice President, and Human Resources; with ultimate authority resting with the College President. Reclassifications or promotions from the classified service to the professional service and to or from Management Confidential positions must be approved by the College President.

Procedures

I. Professional Positions

- A. **Vacant position:** Department heads may request to reclassify a vacant professional position to reflect significant changes in the scope and complexity of the duties and responsibilities that will be required of the next individual appointed to the position. To request this change, please complete the **Position Classification** form which is located on the Human Resources website. An updated job description and organization chart need to be submitted with the form.
- B. **Current position:** Staff in the professional services bargaining unit (UUP), Ranks SL1 to SL5, may request a reclassification (promotion) or a salary increase in accordance with Appendix A-28 Memorandum of Understanding Relating to Evaluation and Promotion of Professional Employees. Requests for promotion must demonstrate a sustained increase in the scope and complexity of the assigned duties and responsibilities that is both significant and permanent. Professional staff seeking such a promotion need to complete the **SUNY Geneseo Professional Staff Request for Review of Salary Increase or Promotion** application form located on the Human Resources website. Supervisors may also file for promotion/reclassification on behalf of staff members by completing the same form. Supporting documentation including a detailed job description and an updated organization chart are required.

Decisions regarding a salary increase will take into consideration several compensatory factors including internal equity within departments and across the organization where positions with similar function, job requirements, discipline, and scope of responsibility are compared. In addition, the department's ability to fund the salary increase will also be considered.

II. Classified Positions

Department heads may request to reclassify a position in the classified service based on a change in duties and responsibilities. Duties and responsibilities must meet the requirements of the Civil Service job classification standard for the proposed title. To request this change, please complete the **Position Classification** form located on the Human Resources website. Supporting documentation including a detailed job description and an updated organization chart are required. The request is subject to approval by the Provost or Vice President, the Human Resources Office, the Classification

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and Compensation Division of the New York State Department of Civil Service, and the New York State Division of the Budget.

An employee does have the right to submit a reclassification request directly to the Department of Civil Service at any time. This can be done by requesting a form '**CC-2E – Employee Request for *Reclassification Review***' which would then be sent to Albany with supporting documentation. The CC-2E form is located in the Human Resources Office.