

3354:2-20-31 Reclassification of Staff Positions

<u>CONTINUING</u> <u>Admin. & S/P</u>	<u>TEMPORARY</u> <u>Admin. & S/P</u>	<u>TENURE-TRACK</u> <u>Faculty</u>	<u>NON-TENURE TRACK</u> <u>Faculty</u>
<u>Full-time</u>	<u>Full-time</u>	<u>Full-time</u>	<u>Temporary</u>
<u>Partial-year</u>	<u>Partial year</u>		<u>Part-time</u>
<u>Part-time</u>	<u>Part-time</u>		
<u>Staff</u>	<u>Staff</u>		
x <u>Full-time</u>	<u>Full-time</u>		
x <u>Partial-year</u>	<u>Partial-year</u>		
x <u>Part-time</u>	<u>Part-time</u>		

(A) Reclassification Process

- (1) Occurs annually, commencing with notification by the Human Resources Department to employees in February.
- (2) Requests for reclassification must be submitted during the month of March to the Human Resources Department.
- (3) Recommended changes in the classification of staff positions will be submitted to the Board of Trustees for approval at the July meeting of the Board.
- (4) Approved reclassifications, including increases in the compensation of incumbents, will be retroactively effective July 1.

Replaces: 1/15/98

Effective: 01/15/1998

CERTIFIED ELECTRONICALLY

Certification

03/13/2015

Date

Promulgated Under: 111.15
Statutory Authority: 3354
Rule Amplifies: 3354
Prior Effective Dates: 1/15/98