

Request for Job Evaluation or Reclassification

New Positions – Job profiles are required for all new positions before they can be posted. Each new position needs to be classified according to the Fair Labor Standards Act (FLSA) for exempt and/or nonexempt status and a salary level must be established. All new positions must be authorized and funding identified by the appropriate Vice Chancellor.

Established Positions – Occasionally the work an incumbent is assigned may appear to be inconsistent with the job profile used to classify the job. This change needs to be documented and a request for a job review can be authorized to determine the appropriateness of the classification. Reclassifications may result in the position remaining at the current FLSA classification and/or salary level. Reclassifications can also result in changes to the FLSA classification and/or changes to the salary level which are either higher or lower than the current salary. All increases to salary amounts budgeted require Budget Office approval.

To request review of either a new job or a job that has changed, please complete this form.

Provide the name of the person we should contact about this request at the department level:

Name _____ Phone Number _____

Department Name _____ Dept # _____

Anticipated Implementation Date: _____
(month/year)

If requesting the evaluation of a new position

Provide the Proposed Job Title _____

If requesting the reclassification of a current job

Provide the current Job Title _____

Current Job Code _____ Position Number(s) _____

Obtain the following signatures before submitting this request to Human Resources

Department Budget Manager Approval: _____

Department Budget Manager Phone #: _____

Vice Chancellor Approval: _____

Please refer questions to and return this form to Rachelle Blackwell in Human Resources at 817-257-5920