

# **ADMINISTRATIVE PROCEDURE - College of Agriculture and Natural Resources**

Sub-unit: **DEAN'S OFFICE and COLLEGE**

Subject: **RECLASSIFICATION REQUESTS**

Effective Date: **March 1, 2007**

Reapproved Date: **March 1, 2019**

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## **A. Purpose**

The intent of this procedure is to more effectively handle reclassification requests and allow for better budgetary planning within the College, to allow for more efficient processing and to outline the allowable timeframes. The process and documentation required for reclassifications of non-exempt and exempt positions is governed by University policy. The College by this procedure is outlining acceptable timeframes to submit such requests.

Reclassification requests still require any salary increase based on University policy to be identified within the unit upon submission of the request to the AGNR Administrative Services Office.

## **B. Procedure**

Requests of reclassifications of non-exempt and exempt staff will be limited to two timeframes within the fiscal year. Request will be acted upon for a January 1<sup>st</sup> and July 1<sup>st</sup> effective date.

January 1 effective date: Reclassification documentation is to be submitted to the AGNR Administrative Services office no later than November 1<sup>st</sup> to allow for review by the college, allowance for any corrected documents to be submitted and routing to Academic Affairs by December 1<sup>st</sup>.

July 1 effective date: Reclassification documentation is to be submitted to the AGNR Administrative Services office no later than April 1<sup>st</sup> to allow for review by the college, allowance for any corrected documents to be submitted and routing to Academic Affairs by May 1<sup>st</sup>. It would be the intent of any July 1 reclassifications to be reflected in the working budget for the upcoming fiscal year.

Any requests received by the college after the above submission dates will be held until the next effective date.

## **C. Contact**

Questions relating to this procedure are to be directed to the Assistant Dean for Finance and Management or the College Human Resources Director.