

The College Administration retains the exclusive right to assign any current administrative, faculty, professional staff or support staff employee to fill any job or function within the College, as long as the assignment is within the employee's current qualifications. This right includes, but is not limited to, assignment of specific job duties, scheduling during the workday and assignment of work location.

Assignment determinations may include, but are not limited to the following factors:

- Provide the best educational programs for students
- Improve College effectiveness and efficiency
- Change instructional programs
- Create new programs
- Reduce or cancel programs
- Provide opportunities for promotion
- Improve/enhance employee morale
- Other factors as determined necessary or appropriate by the College

### Reclassification

*Approved reclassifications are effective July 1 of the following fiscal year. When deemed necessary and appropriate by administration, a different effective date may be established. Requests for a different effective date must include detailed written information to justify and support the request for change.*

**A. Employee Request** – Incumbent employees may make an official written request for reclassification consideration to their supervisor by stating how they perceive their position has changed significantly from the responsibilities originally outlined in their position description. The supervisor must support the request in writing.

**B. Supervisor's Request** - A supervisor may initiate a written request for reclassification consideration (which may include requests for consolidating or combining positions) for any position under their immediate supervision. The request may be part of a reorganizational request by the program.

**i. Required Support Information** - The following questions shall be addressed in the written request for reclassification consideration. The written request for reclassification consideration must consist of detailed, factual information which supports any changes in the following dimensions of the position (items not all-inclusive):

- Change in overall direct responsibility - for example, person who employee reports to has changed. Has there been a change in the employee's line of supervision?
- Changes in decision-making responsibility - for example, required knowledge, skills and abilities or experience/education have been adjusted. Have the employee's decision-making responsibilities changed?
- Changes in overall direct accountability - for example, essential Functions/Description of Duties and Tasks have been adjusted significantly. Has there been a change in the areas for which for which the employee has direct accountability?
- Changes in overall direct authority - for example, supervision responsibilities have been significantly changed. Has the employee's overall direct authority changed?

- Has there been significant changes in the employee’s job duties, essential functions and/or required skills, experience or training?
- Has the employee’s level of supervising responsibility changed?
- Changes in required knowledge, technology, software or equipment required for the position? Are there significant changes in required technology, software or equipment required for the position?

**C. Position Descriptions:** A copy of the current job description, as well as a proposed draft of revisions to the proposed job description which must include details on proposed changes, modifications or additions to job functions, qualifications, skills, titles, supervisory responsibilities, etc.

ii. **Justification/Division Review** - A written request including the same position dimensions noted above, must be submitted by the supervisor to the administrator responsible for the respective Division. The request must include detailed justification for the reclassification request, and demonstrate financial ability to support any potential modifications in compensation.

iii. **Review by HR and Administration** - If the administrator concurs, the written request must be submitted to the Vice President for Human Resources and Professional Development for further administrative review.

**D. Initial Review** - The Vice President for Human Resources and Professional Development will conduct a review and audit of all requests for reclassification. The audit will include a review of comparable positions within Southeast Community College and/or with the College's peer institutions as deemed necessary and appropriate.

**E. Consultation** - Once this review has been completed, the Vice President for Human Resources will consult with the Vice President for Access, Equity & Diversity, and the Vice President for Administrative Services to discuss any equity and fiscal implications.

**F. Final Review** - Recommendations for reclassification will be submitted to the president for review and further consideration, if the president approves the reclassification, the ensuing personnel action will be reported to the Board of Governors for its information. Any changes to the College Organizational Chart, budget position listings, payroll changes, employee notification, position listings, etc. must be completed.

#### [Competitive Employment Process](#)

All other College positions will be posted externally and will be conducted as apart of the hiring processes.

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**Related Policy:** E-2

**Adopted:** 10/21/22

**Reviewed:** 09/15/15, 02/07/19, 05/08/20, 08/09/21, 10/25/21, 10/29/21, 12/10/21, 10/21/22

**Next Review:** TBD

**Web link:**

**Tags:** reassignments