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**POLICY TITLE:** Changes in Employment Classification

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**POLICY PURPOSE:** To establish conditions for reclassifying a classified employee as an unclassified employee.

**BACKGROUND:** The number of requests to move an employee from the classified service to an unclassified position has increased recently and therefore it is necessary to establish, the situation in which this employment reclassification can occur.

**APPLIES TO:** Staff Supervisors

**DEFINITIONS:**

**CONTENTS:**

**POLICY STATEMENT:** All requests to change a classified position to an unclassified position must be submitted by the supervisor to the Director of Personnel Services for review and recommendation to the appropriate Vice President. The Vice President will then provide a final decision to the supervisor.

When creating an unclassified position the requirements will include a minimum of a bachelor's degree and some level of supervision. Consideration must also be given concerning the status of the new position relating to overtime. The President must provide approval of any request for salary increases or exceptions to any other requirements.

**EXCLUSIONS OR  
SPECIAL  
CIRCUMSTANCES:**

**RELATED  
DOCUMENTS:**

**Policies:**

**Forms:**

**Other:**

**KEYWORDS:** Classified, unclassified, requirements

**RESPONSIBLE  
OFFICE:** Vice President for Administration and Finance

**RESPONSIBLE  
UNIVERSITY  
OFFICIAL:** Vice President for Administration and Finance

**ORIGINATION DATE:** 1/4/2012

**REVIEW CYCLE:** 3 years

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**POLICY ADDRESS:**

**LAST** Adopted by President's Cabinet 2/8/2012  
**APPROVED ON:**

**REVIEW/CHANGE**  
**HISTORY:**

**NEXT REVIEW** 2/2015  
**DATE:**

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