

MEDICAL COLLEGE OF OHIO

Subject: RECLASSIFICATIONS & AUDITS

Policy No.: 05-007

Reclassifications

Employees may request that a formal review of their position classification be conducted to determine whether the position is appropriately classified. Such requests must be made with an employee's immediate supervisor. If the supervisor agrees that the position may be classified differently, he/she will request in writing to Human Resources that a job analysis be conducted. Request for a job analysis must be accompanied by a signed authorization from a Vice President or the Executive Director of the hospital.

The job analysis, a formal and systematic study of job content, normally begins with the employee completing a Position Information Questionnaire (PIQ). Once the questionnaire is completed, both the immediate supervisor and department director will review to ensure the job responsibilities and characteristics are fully and accurately described. The department director, corroborating that the questionnaire accurately depicts the job's content, will forward it to Human Resources. After analyzing the questionnaire, Human Resources may, if necessary, use one or a combination of methods to ascertain additional job information. For example, Human Resources may arrange an interview with the employee(s) involved.

After a thorough analysis, Human Resources will determine whether a different job reclassification is reasonably justified.

Classified or unclassified positions inappropriately classified will be reallocated to a classification that more accurately reflects their job responsibilities or the job duties in question will be removed. Incumbents of reclassified positions will be placed in a step of their new pay range that will provide an increase of approximately four percent (4%). If granted, the reclassification is retroactive to the first day of the pay period beginning after receipt of the appropriate Cabinet member's approval of the request for audit. Reclassifications do not change anniversary dates.

Audits

The Administrator for Human Resources also has the right to initiate and make continuing audits of any positions. When a position is being considered for reclassification, any employee(s) presently working in that position shall be given an opportunity to submit their views regarding reclassification of the position. After the investigation, if the Administrator for Human Resources finds that inequities, injustices, or improper classification of positions exist, he may reallocate any position to the appropriate class as is necessary to provide an equitable, just and proper classification. Whenever a position is reclassified by determination of the Administrator for Human Resources, the affected employee(s) classification shall be changed within thirty (30) days of notification. If the classification title of a position is changed other than by the process of promotion, the Administrator for Human Resources shall notify, in writing, any employee(s) affected by the change.

Non-bargaining unit employees may appeal the reclassification of any position to the State Personnel Board of Review within thirty (30) days after receipt of the notification of reclassification. Employees in bargaining unit positions may appeal a change in classification utilizing the grievance procedure contained in the collective bargaining agreement. Unclassified non-bargaining unit employees may appeal utilizing the procedure outlined in Policy No. 05-053 (Problem Resolution Procedure Non-Faculty and Non-Bargaining Unit).

Source: Vice President for Operations

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