



Broward
Community
College

Procedure Manual

Title: Position Classification Plan	Number: <p style="text-align: center;">A6Hx2-3.24</p>
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The purpose of reclassification is not to create a reorganization nor to provide a salary increase for an outstanding employee; rather it is to ensure that comparable positions are compensated in a comparable manner. Upon receipt of a job description, the Human Resources Department will assign a title and grade to all newly created classified positions. Existing positions may be reclassified when so justified by a change in duties and responsibilities.

Requests for Reassignment. In order to file a request for reclassification, the employee must complete the *Position Questionnaire* (PER-7) and provide justification for the requested change. The *Position Questionnaire* shall be submitted to the appropriate supervisor, who shall review it for accuracy and add additional comments and justification, if necessary. The *Position Questionnaire* shall then be submitted to the appropriate Vice President/Provost for additional comments and signature before being sent to the Human Resources Department.

The Human Resources Department will review reclassification requests on a quarterly basis and recommend appropriate action to the Vice President for Human, Financial, and Information Resources, who will forward these recommendations to the President. Applicants will be notified of these decisions as soon as possible.

Appeals. If the request for reclassification is denied, the employee or the supervisor may submit to the Vice President of Human, Financial, and Information Resources a written appeal containing justification for further review. The Vice President will consider the facts presented in the appeal and issue a decision. If the employee and/or supervisor is dissatisfied with the decision rendered on appeal, the request may be subsequently appealed to the President, who will review the facts and issue a final and binding decision.

[Link to Policy 6Hx2-3.24](#)

Recommending Officer's Signature 	Date <p style="text-align: center;">05/21/97</p>	President's Signature 	Date <p style="text-align: center;">05/21/97</p>
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