

RECLASSIFICATION/CONVERSION REQUEST

Reclassifications and conversions are reviewed through the salary study, annual budget process, and in a limited capacity during November 1st through February 15th. To have a request reviewed outside of the salary study process, the position needs to have a significant change in the job description and title, or there has been turnover in a key position as listed below.

Please select whether you are requesting a conversion or minor reclassification:

Conversion - a significant change (more than 40%) to the job description that includes the addition or deletion of significant duties and/or responsibilities. Will include title, grade, and/or FLSA status change. If the conversion results in a position change that is not consistent with the original intent of the position, it will be reviewed by the Budget Office.

Minor Reclassification - a minor change (less than 40%) to the job description. *Reclassifications cannot occur outside of the Salary Study process, except for changes that are due to turnover in a key position (elected/appointed official, department head or director) or a change to FLSA status as determined by HR.*

The following documents must be included with this request: current job description, proposed job description, current org chart, and proposed org chart. Please also attach any other significant information that supports this request.

Position Number	Department/Office
Current Position Title	Proposed Position Title
Current Pay Grade	Proposed Pay Grade
Current Salary	Proposed Salary
Total Percent Increase	Total Increase

List significant changes to duties, responsibilities, and/or staff supervision: