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CLAS Classified Staff Reallocation Process

Overview

CLAS strives to provide a work environment where productivity is rewarded and opportunities for advancement exist. At the same time, we recognize that all human resources-related internal processes, in particular those related to classified staff, must stay in agreement with guidelines set by the State. This document establishes steps for evaluating department requests for reallocation of classified staff positions as they arise within CLAS.

As an overriding general principle, the college will only consider reallocation requests as they pertain to a specific *position* -- not as they impact a specific *individual*. This point is an important one to consider in instances where an individual is performing their current job duties at a superior level, but yet the overall portfolio of those duties has not changed. In this specific example, it is assumed that the State's performance pay model will reward the exemplary performance. In situations where job duties have changed significantly, however, a request for reallocation will be considered.

Process

1. All requests for position reallocation must originate from the employee's direct supervisor. Within CLAS departments, in most cases, this will be the Chair. In order to limit the amount of effort up front, the supervisor should initiate the process by providing a brief proposal (1 to 2 pages maximum) to the Associate Dean overseeing staff affairs. The proposal should address, at minimum, the following, and should frame responses to these questions in terms of the campus descriptions of both the current position and the proposed new (reallocated) position:
 - a. What is the proposed level of reallocation (i.e., from what level to what level)?
 - b. What factors have changed in this position? Specific areas to consider may include expanded decision-making responsibilities, changing complexity of the position, or added supervisory authority. It will be extremely important to note why these factors might be different for your specific CLAS department as opposed to others within the college.
 - c. Have there been any recent structural changes within the unit (such as new programs created) that have led to these added responsibilities?
2. Upon approval at the Dean's Office level, the department will be given the go-ahead to proceed with the formal reallocation process through Human Resources. This step will require a detailed updating of the PDQ (Position Description Questionnaire). The CLAS Human Resources Coordinator will function as liaison with HR in making sure that all specific forms are completed and submitted in a timely manner.
3. If the reallocation is approved through HR, the position will be posted internally for five days. If more than one qualified application is received, a panel from Human Resources will review.
4. Upon selection of an individual to fill the position, the supervisor will meet with the Dean to discuss what salary can be offered. Although it is customary for an incumbent in a reallocated position to receive a salary increase, it is not a guarantee.
5. All payroll system processes will be handled by the CLAS Human Resources Coordinator, and all approved documents will become part of the individual's personnel file housed in the Dean's Office.