

Member Resources Tip Sheet

Member Reclassification Process

- (1) Obtain the following:
 - a. Copy of your current position description. If you don't have one, ask for a copy from your manager.
 - b. Copy of your classification specification, which can be found here: <https://o2.ohsu.edu/human-resources/compensation/defining-jobs/classification-specifications.cfm>
 - c. Copy of the class spec you believe more accurately describes your *current assigned work*.
 - If you're not sure what classification may be a better fit, review the primary duties of other classifications, using the OHSU Career Information System (<https://o2.ohsu.edu/career-workplace-enhancement-center/build-your-career/oregon-cis.cfm>).
 - To make sure you are aiming for a classification that pays more than your current one, it would be a good idea to review the OHSU compensation plan linked here: <https://o2.ohsu.edu/human-resources/compensation/pay-and-salary/index.cfm>.
 - d. Copy of a blank position-description template, which can be found here: <https://o2.ohsu.edu/human-resources/documents/upload/position-description-template.docx>
 - e. Copy of the OHSU Reclassification Request Form, which can be found here: <https://o2.ohsu.edu/human-resources/documents/upload/reclassification-form.doc>
- (2) If you believe your manager might resist your reclassification request, start keeping a log of what you do, when you do it and how long it takes you to complete it. If your work is routine, you can keep the log for a week; if your work is more complex and varied, you should track your work for a month. Attached is a simple Work Process & Task Log; you can also create your own in Excel or use any convenient method.
- (3) Review your current position description carefully to make sure it is accurate:
 - Does the language accurately reflect your current assigned work?
 - Are the words descriptive and action-oriented? Do they accurately describe the level of accountability, responsibility and decision-making authority that you exercise on a regular basis?
 - Are the percentages assigned to each key responsibility accurate?
 - Are there old assignments or responsibilities that you no longer perform, which need to be removed?
- (4) Update your current position description:
 - Add information from your work log.
 - Try to incorporate some of the language used in the new class spec you want to move into.
 - If you have been assigned or taken on new responsibilities, add them to the appropriate key-responsibility section or, if necessary, create a new key-responsibility section. You will then need to adjust the "% of Duties" column. Make sure you use descriptive, action-oriented words and phrases that accurately communicate the level of accountability, responsibility and decision-making required.
- (5) Fill out the reclassification form.
- (6) Update your résumé or your iCIMS (<https://internal-ohsu.icims.com/jobs/dashboard>) application.
- (7) Consider accessing career-development resources through the AFSCME/OHSU Career and Workplace Enhancement Center. (<https://o2.ohsu.edu/career-and-workplace-enhancement-center/about/index.cfm>)
- (8) At this point, begin following Article 21.2 of our contract.
- (9) If your manager denies your request and you don't believe the denial is justified, contact Local 328 immediately for assistance via the eZone (<http://328.unionlabor.org/login/login.cfm>).
- (10) If you have trouble locating documents, have a question about the reclassification process or want someone to review your final draft PD, please ask for help using the contact information above.



*Human Resources Department
2525 SW 3rd Avenue
Marquam Plaza Building, Suite 110
Portland, OR 97201*

Reclassification Form

(Please submit updated electronic copy of position description with this request)

Date:
Department:
Manager:
Business Partner:

Current Position Classification/Title:
Effective Date of Reclassification:
Position Number:
Employee Name:
Current Pay:
 Classified **Unclassified**

Justification for reclassification (How have the duties changed?):

Recommended classification (and working title if Unclassified):
Proposed Pay*:

**For AFSCME reclassification, it is generally a 4% increase or range minimum, whichever is greater.*

HR use only:

- Approved by:**
- Denied for following reason(s):**
- New position number and suffix:**
- Department notified:**



Member Reclassification Process Work Process & Task Log

Day of Week _____ Date _____

7:00 – 7:15	
7:15 – 7:30	
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Member Reclassification Process

Contract Reference: Articles 21.2 and 21.3

21.2 Classification and Reclassification Procedure. The following procedure shall apply for new classifications or reclassifications:

- a. An employee desiring a new classification or proposed reclassification must submit his or her request to the employee's manager with the appropriate documentation (including reclassification request form, old and new position descriptions, and updated resume/application). The manager must respond to the employee in writing within thirty (30) days following submission of the request.
- b. If the manager denies the request, then the employee may appeal the manager's decision to the Compensation Division of the Human Resources Department ("HR Compensation") within thirty (30) days of the denial. If the manager approves the request, then the manager must submit the proposed classification or reclassification request to HR Compensation within thirty (30) days of the approval. In either case, the submission must be accompanied by the appropriate documentation referenced above.
- c. HR Compensation shall respond in writing to the employee and the manager within thirty (30) days after receipt of the request.
- d. If the employee wishes to appeal the decision of HR Compensation, the employee must file a grievance pursuant to Section 24.1.4.a within fourteen (14) days following receipt of the response from HR Compensation.
- e. If reclassification is found appropriate, it shall be deemed effective on the pay period immediately following receipt of the request in Human Resources. In such instance, the employee does not retain his/her old salary increase date and will be eligible for salary increase the first day of the pay period immediately following twenty-six (26) payroll periods in the new class.

21.3 Upward Reclassification. A regular employee whose position is reclassified upward and who meets the minimum qualifications for the newly reclassified position shall continue in the newly reclassified position as a regular employee. When a position is reclassified upward and the incumbent does not have regular status, or does not meet the minimum qualifications of the newly reclassified position, the position will be filled competitively.