

05-01-05 Reclassification of Positions

PURPOSE

The purpose of this policy is to establish which positions at the College are eligible for reclassification and to establish a fair and consistent process for reclassifying positions when circumstances warrant.

DEFINITIONS

- **Reclassification.** The process by which a position is given a different classification when a significant change to the duties and responsibilities, level or type of work warrants. This process may or may not include an appropriate salary, title and/or Fair Labor Standards Act (FLSA) designation adjustment.
- **Professional/Administrative Personnel (Exempt).** All Nashville State Community College personnel other than personnel primarily employed in instruction, research or public service who primarily have professional/administrative responsibilities, and whose positions require recognized professional achievement acquired by formal training or equivalent experience. This classification includes non-academic personnel who are exempt from the provisions of the FLSA.
- **Clerical/Support/Technical/Maintenance/Operations Personnel (Non-Exempt).** All Nashville State Community College personnel other than executive, professional, administrative, academic or student workers.
- **Exempt.** Employees who are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act.
- **Non-exempt.** Employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

POLICY/GUIDELINE

I. Positions Eligible for Reclassification

- A. Positions designated as professional/administrative or clerical/support/technical/maintenance/operations are eligible for reclassification under this policy. Positions designated as academic or executive are not covered under this policy but may be subject to other policies of the College or the Tennessee Board of Regents. Student worker positions are not eligible for reclassification.

II. Procedure for Reclassification

- A. Reclassifications of eligible positions may occur if the job duties or the level or type of work being performed support a reclassification and if permanent funding is identified for any associated increase in compensation or status. The steps to reclassify an eligible position are:

1. To initiate a request to reclassify a position, the supervisor and/or department head shall prepare a memo to the vice president in the chain of supervision that outlines the business justification for the request, including significant changes to the job duties, or level or type of work, the business reasons changes to the position have occurred/will occur and the identified permanent source of funding for any increase in compensation or status that may result from the reclassification. The memo should also be accompanied by a proposed job description.
 2. Upon review, if the vice president in the chain of supervision supports the request, the vice president shall forward the memo, supporting documentation and his/her written approval to the Director of Human Resources.
 3. The Director of Human Resources will review the request and supporting documentation and conduct a full FLSA and job analysis of the position. The results of the analysis will be shared with the vice president and supervisor/department head.
 4. If the analysis supports a reclassification and is so recommended by the Director of Human Resources, final funding considerations will be coordinated with the Vice President for Business and Finance so that funds may be verified and reallocated, if necessary. The initial memo, supporting documentation, vice president's written approval and the written recommendation from the Director of Human Resources will be submitted to the president for a final determination. For reclassifications that require additional approval from the Tennessee Board of Regents pursuant to relevant policy, the Office of Human Resources will submit requests to TBR upon receiving an approval from the President to move forward with the reclassification.
 5. Notice of the final determination will be sent to the vice president in the chain of supervision who is responsible for notifying the supervisor/department head and the employee, if applicable.
- B. An employee may request a reclassification study for his/her position. In this instance, the employee is responsible for preparing the memo to the vice president in the chain of supervision that outlines the basis for the review, including significant changes to the job duties, or level or type of work, and the reasons changes to the position have occurred. The memo should also be accompanied by a proposed job description. Upon review, the vice president shall be responsible for identifying a permanent source of funding and shall forward that information, along with the original memo, supporting documentation and his/her written recommendation concerning the reclassification to the Director of Human Resources. At that point, steps 3 through 5 above will apply.
- C. It is the intent of this policy to allow an employee to request a reclassification of his/her position. Even if the vice president in the chain of supervision does not support the

request, it should be forwarded to the Director of Human Resources so a fair, thorough and impartial analysis may be conducted. An employee's job will not be reviewed within three years of the last request unless a significant change in position responsibility and duties has occurred and been documented in writing by the supervisor.

RELATED POLICIES

- NSCC Policy 05-01-00 General Personnel
- NSCC Policy 05-01-01 Employment Classification
- [TBR Policy 5.01.00.00 General Personnel](#)

Approved by NSCC Cabinet 1/10/22