

The Basics of RECLASSIFICATION

Ingham County Human Resources
2017



How are Ingham County positions classified?

- Ingham County classifies positions using a Job Points Evaluation (JPE) System. This JPE was designed specifically for local units of government by William Rye in the late 1990's.
- Ingham County's JPE measures each position based on the following factors: education, experience, communication, independent discretion, supervisory responsibility, visual concentration, job complexity, financial impact, impact on others, physical effort, working conditions and job hazards.
- Ingham County's JPE serves 3 functions:
 1. Increase accuracy of the job descriptions
 2. Up-to-date point value analysis of job classifications
 3. Appropriate and consistent placement into a selected pay grade

What is Reclassification?

- Reclassification is a **permanent change** to a classification's job description.
- Reclassification is an increase in **newly assigned** work duties or working conditions.
- Reclassification is not: tasks currently listed on your job description; increase in quantity of a current task; worked performed on a voluntary basis; short-term changes in work assignments or working conditions; based on tasks you perform less than 5% of the time.
- Reclassification is a **position evaluation**, not an **employee evaluation**. Performance in a position, quality of their work and traits associated with an employee—their individual disposition, attendance record, etc.—are not eligible for reclassification consideration.

How Can an Employee Have Their Position Reclassified?

- A non-bargaining employee can initiate reclassification during review of the Managerial Confidential Employee Personnel Manual.
- An employee who is a member of a bargaining unit can initiate reclassification during their Union's collective bargaining process. The outcome of the reclassification request will be determined in the collective bargaining process. Employees will receive notification from your Union when the process is complete.
- Deadlines for reclassification initiated by employees are available on HR's website. Click [here](#) for those deadlines.

Reclassification Request Process

1. Obtain a copy of Section #1 and Section #2 of the Reclassification Request form by clicking [here](#). Forms are also available via Human Resources.
2. The employee is to complete Section #1 of the Reclassification Request form. Click [here](#) to see an example.
3. The employee is to provide Section #2 of the Reclassification Request form to be completed by the Department Head or their designee. Click [here](#) to see a blank sample.
4. The Department Head or designee will meet w/ the employee and discuss the reclassification request prior to completing section #2. Upon completion, the Department Head or designee will give Section #2 back to the employee, for the employee to turn in the completed packet.
5. For employees in a bargaining unit, submit Section #1, Section #2, and any supporting documents to Human Resources (HRreclass@ingham.org) [and](#) the Union representative by the appropriate deadline.

Reclassification Request Process cont.

6. For non-bargaining employees, submit Section #1, Section #2, and any supporting documents to Human Resources (HRreclass@ingham.org) by appropriate deadline.
7. Click [here](#) to determine your deadline. Requests received after the deadline will not be considered for reclassification.
8. Human Resources will arrange interviews with the employee, their Department Head or designee, and their Union Representative, if applicable, to review and discuss the employee's reclassification request.
9. Upon conclusion of the interviews, Human Resources will prepare an analysis memo. A copy of that memo will be distributed to all participants of the Reclassification Interview.

(NOTE: Employees are strongly encouraged to retain a copy of all forms and supplemental materials related to your reclassification request)