**Cover Page**

Instructions for Reclassifications

**­­Instructions:**

1. Input the Employee Name, Current Title, Proposed Title, and Supervisor Name.
2. Complete the **Important Notes** section below prior to submitting a Position Description for reclassification.
3. Submit this **Cover Page**, the (old & new) **Position Descriptions**, and the (old & proposed) **Department Org Charts** to Compensation Unit for review priorto taking action in UCPath.
4. Reclassifications, if approved, are effective **the first of the month following receipt** of all necessary documentation to the Compensation unit. Incomplete packets will delay turnaround time. Review Classification [FAQs](https://hr.berkeley.edu/faq/classification).
5. Remember to keep a final copy of the approved position description in the employee’s **personnel file**.

**Employee Name:**

**Current Payroll Title & Job Code:**

**Proposed Payroll Title & Job Code:**

**Employee’s Supervisor Name:**

**Important Notes:**

**A. Reclassifications:**

* **Describe the significant changes that have taken place since the position was last reviewed.**

**Describe where the additional duties came from.**

**When did the position assume the additional duties?**

**If there is more than one incumbent in the current payroll title in the department, summarize why was this position was chosen to be assigned the additional duties.**

**Is the work outlined in the updated description on-going and permanent?**  Yes: No:

**Does the department anticipate backfilling the current level position?** Yes: No:

* **Is this position currently represented by a bargaining unit?** Yes \_\_\_\_ No \_\_\_\_

If yes, please list below (in Section B) the represented duties no longer being performed. See Page 2.

* **If this is a vacant position reclassification, has any portion of the listed duties been previously performed by a position(s) in a bargaining unit within the last 2 years?**Yes \_\_\_\_ No \_\_\_\_

If yes, please list below (in Section B) the duties previously performed by a represented position, as well as the names and payroll titles of the employee(s) who previously performed those represented duties.

**B. Represented: List the represented duties that are no longer being performed by this position and indicate the Employee Name(s) and Payroll Title(s) who are now performing the represented duties.**

* Job Duties previously performed by represented position:

* Bargaining Unit employees who are now performing represented duties:

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| --- | --- |
| **Employee Name(s)** | **Payroll Title(s)** |
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