At each College/University, the procedures for position reclassification review shall provide for completion of the process and transmission of a final determination to the affected employee within (90) days from the date of submission of the employee's application. Waivers of the deadline, in particular cases may be agreed to by the College/University and the Local UNION. Reasonable requests for waivers will be granted.

(Note – All days are calculated as calendar days unless otherwise specified.)

- I. Application for Reclassification
- 1.1 the requested title. If the employee by request copies from their supervisor or OHR.
 - b. A copy of the current departmental organizational chart. If the employee does not have the job descriptions, they may request copies from their supervisor or OHR.
 - c. A listing of any new and/or additional job duties not included in the current job description as well as identification of any of the duties from the current job description(s) no longer being performed.
 - 1.2. Material/information which may be included by the employee beyond that



2.2. If the application is initiated by the employee, it must first be reviewed by their supervisor who will indicate by signature on the appropriate line whether the supervisor agrees



- III. Steps Prior to Appeal
- 3.1. If the request for reclassification is denied based on the recommendation of the Human Resources