

# Request for Position Reclassification

This form is used to initiate action to reclassify a current position as provided for in section 3.3 of the University's Policies and Procedures Manual. The Human Resources department will review this request and make a recommendation via form HR-35 to the approving office. The initiating supervisor will be provided a copy of any approved HR-35 form, which will show new title/grade and give special instructions for further actions.

**Submitted to:** Director, Compensation and Classification, Langdon Hall

**Submitted by:** (Please type or print)

Supervisor's Name/Title: \_\_\_\_\_ / \_\_\_\_\_

Supervisor's Position Number: \_\_\_\_\_

Dept Name/Telephone: \_\_\_\_\_ / \_\_\_\_\_

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**Position Information:**

Current Position Title/Job Grade: \_\_\_\_\_ / \_\_\_\_\_

Current Position Number/Location ID #: \_\_\_\_\_ / \_\_\_\_\_

Current Salary/FOAP Account Number(s): \_\_\_\_\_ / \_\_\_\_\_

Employee Name/ID #: \_\_\_\_\_ / \_\_\_\_\_

**Proposed New Title/Grade:** \_\_\_\_\_ / \_\_\_\_\_

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**Reasons for Change in Title/Grade:**

**Summary of Changes in Job Duties/Responsibilities: (Continue on reverse or use additional sheets)**

**Attached Forms/Information:**

- Job Questionnaire Form
- Organization Chart
- Other

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**Funding:** Additional funds in FOAP account number(s) \_\_\_\_\_ and \_\_\_\_\_ are available to cover any increased costs for current and future years.

**Signatures:**

**Requested by:** \_\_\_\_\_ / \_\_\_\_\_  
Supervisor Date

**Reviewed and Forwarded by:** \_\_\_\_\_ / \_\_\_\_\_  
Department Head/Dean Date

**Approved for Personnel Action:**

- Analyze and make recommendation
- Process for change as indicated above

\_\_\_\_\_/\_\_\_\_\_  
VP/Provost Date

## Information for Supervisors

This form memorandum is used to initiate a review of a position whenever a significant change in the job description for the position is anticipated, or whenever it is discovered during a review that the job has changed over time.

A detailed listing of duties and responsibilities for the new job must accompany this request. The listing of new duties and responsibilities is documented by completing a job questionnaire.

In addition to the job questionnaire form, an organization chart to illustrate the relationships between this and other positions is helpful.

Cover letters/memorandums are not required.

Copies of the job questionnaire may be accessed at:  
[www.auburn.edu/administrative/human\\_resources/forms](http://www.auburn.edu/administrative/human_resources/forms)