



University Staff Association

Classification Process

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Classification Appeal Process

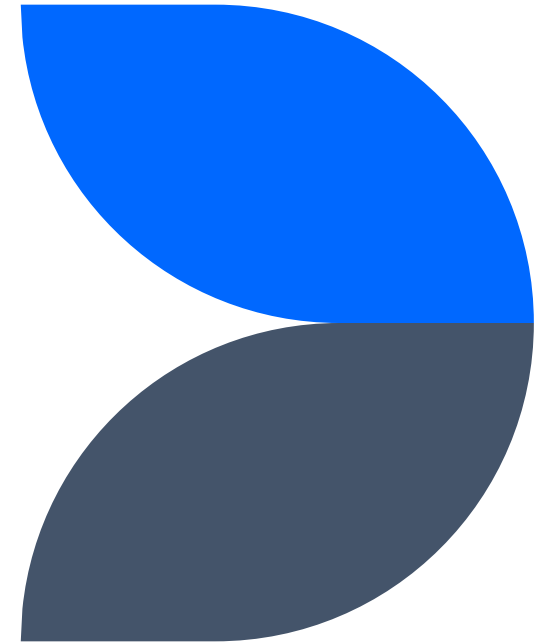
University Staff Association employees (classified employees) have the right to file appeals of the classification of their positions. Positions covered by the Fair Labor Standards Act are generally “Classified”.

<https://www.dol.gov/agencies/whd/flsa>

Positions are **classified** based on matching duties and responsibilities with specifications contained in state titles and regulated under Massachusetts General Laws. Pay level of each position depends on the grade level assigned to the appropriate title.

Reclassification is a change in grade and title of an existing or previously classified position that there has been a substantial & measurable change in job content, degree of responsibility and supervisory changes.

It is natural over time for employees to have increased knowledge and skills. Employees also take on more responsibility and work more independently however, such growth within a position may or may not warrant a reclassification. An increase in workload typically does not constitute a reclassification.



Reclassification process

Submit classification appeal request

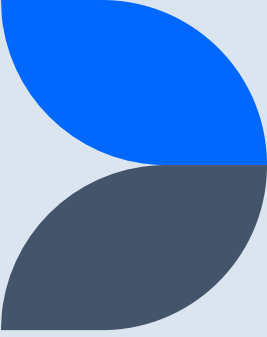
Desk Audit meeting

Preliminary decision from Compensation

10 days to submit rebuttal

Final decision from Compensation

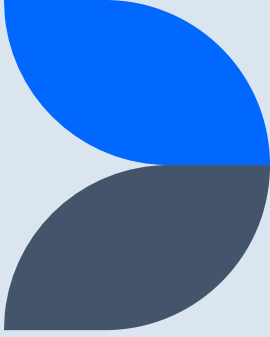
Further appeals depends on funding, see slides



Steps to start the process

1. The first step is to submit a reclassification request form to compensation (this form can be found at the end of this presentation), email the form to askhr@umass.edu - please cc the union office!!! It may take up to six months from beginning to end and the process cannot begin without this document.
2. If you haven't contacted the union office at this point, please reach out and our classification committee can assist you throughout the process.
3. Request your position description (formerly Form 30) from your HR department or Central HR if you do not have a copy. You need the most current one from one of these places, not one you have been holding on to or someone gave to you.
4. Create or update your resume and have it on file. Even though you are reclassifying your current position, having a current resume will benefit you in the future should you desire to switch positions. If your upgrade is approved, your new position title with the new duties can be added quickly.
5. You will receive a desk audit of questions to answer, these answers need to be thoughtful and concise, and they need to be answered by the time you meet with a classification committee team member to best assist you.
6. The Compensation Team will also request supplemental information from your department.

Steps to start the process cont.

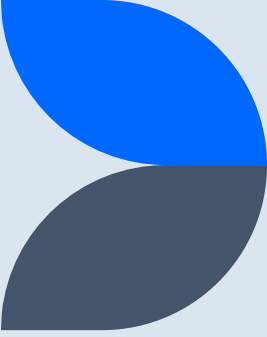


7. Be prepared to provide evidence/documentation that you are doing higher level duties to be successful. Usually, if your position has changed by 51% or more, this is a good case for a reclassification.
8. The more support the better. If your department supports your request, ask them to submit letters of support.
9. Deadlines! Always watch for deadlines, we don't want you to miss any important dates as you go along in this process.
10. See the following slides for definitions, decisions, appeals and document links.

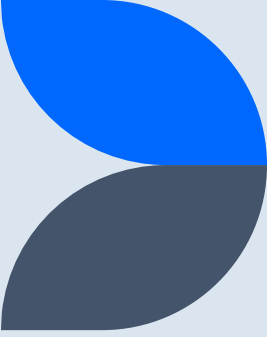
Desk Audit

Information to think about for the desk audit. You will receive the questions before your meeting, go over these and answer them. Take your time and try to articulate what it is you do. More words doesn't mean you deserve an upgrade, be concise and to the point – you will have time elaborate on your job duties during the actual desk audit meeting with compensation. The audit questions are a tool for you to become comfortable talking about your job and why you deserve an upgrade.

- What is the basis of your appeal?
- What is your relationship with others, groups, how do you contact them, are they inside or outside UMass, for what purpose?
- Be prepared to “briefly” describe your position
- What has changed? Be specific; you don't just create spreadsheets, you analyze... etc.
- Problem solve? How? Think of a major issue you recently had and how it got resolved.
- Specific duties, percentage of time; put the most critical first!
- Who assigns you work, whose work do you assign, supervise?
- Equipment, specific to your position?
- Special requirements of our position? License, certifications?
- Add anything else you think of that may be pertinent, now is the time!



Next steps if classification is denied



Denied Reclassification?

First step – how is your salary funded?

State Funded vs Trust Funded

The difference in the reclassification process of your position if the appeal is denied is the funding source of your position.

ALL employees are eligible to appeal their preliminary reclassification appeal with the university, *there is a 10-day deadline* once the employee is notified.

STATE FUNDED EMPLOYEES – If the preliminary reclassification request is denied and the final decision is denied (after the rebuttal) through the UMass appeal process, STATE FUNDED employees may appeal to the Boston Human Resource Division.

TRUST FUNDED EMPLOYEES - If the reclassification request is denied through the UMass appeal process, TRUST FUNDED employees may appeal to the Compensation Director at UMass Amherst for a final decision. (cannot appeal to the state, you are funded through the university)



Steps to Appealing a Denial

After the preliminary denial, **you have 10 days to appeal to UMass!**

You can submit a rebuttal letter to Compensation. This letter is reinforcing what you have already wrote, clarifying some things that may not have been that clear or adding things you may have left out. The committee members can assist with this once you have a draft completed.

Remember, you only have 10 days to submit your rebuttal letter!

Appealing to Boston Human Resource Division – next slide;

Steps to Appealing a Denial

After the denial, **you have 10 days to appeal!**

You can submit a rebuttal letter to Compensation. This letter is reinforcing what you have already wrote, clarifying some things that may not have been that clear or adding things you may have left out. The committee members can assist with this once you have a draft completed.

Remember, you only have 10 days to submit your rebuttal letter!

Appealing to Boston Human Resource Division – next slide; the union would be more than happy to assist you with this, contact the union once you receive your decision for next steps. Remember, there is a deadline for everything!

Documents

Re-Classification Request Form

<https://www.umass.edu/hr/media/576/download?attachment>

Submit your reclassification request form to Compensation & cc the University Staff Association

Compensation

<https://umass.tfaforms.net/f/askhr>

Request a copy of your position description (formerly Form 30)

*Start with your department HR if you have one, it may be quicker than requesting one from Central HR.

<https://umass.tfaforms.net/f/askhr>

University Staff Association

usa@umass.edu





Thank you

Classification Committee

Alycia Fabry - Chair

Rachel Lavery

Melinda LeLacheur

The University Staff Association!

We are always here to help.

usa@umass.edu

413-545-0165