

CANR Supervisors

ESSENTIALS FOR SUPERVISORS AT MSU – RECLASSIFICATION PROCESS

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Reclassification of an Existing Support Staff Position

Definitions:

- ▶ **Reclassification:**

- ▶ the movement of a position from a current grade level to a different grade level.

- ▶ **Promotion:**

- ▶ the movement by an employee from a current grade level to a higher grade level.

Reclassifications continued.....

- ▶ At MSU, the “**WORK**” is what is classified, not the “person”.
- ▶ If the duties have not changed, merit increases may be considered to reward high performers.
- ▶ Lump sum, one-time bonuses could be considered as recognition.

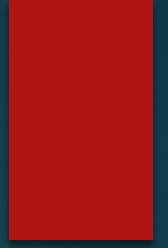
Reclassifications continued....

- ▶ Have the duties of the position significantly changed since the time of hire or last reclassification?
- ▶ If yes, do the new duties fall into a higher-level classification?
 - ▶ A higher “volume” of the same type of work that has always been done does not necessitate a reclassification to a higher-level position.
- ▶ If yes, have the new duties been successfully performed for a minimum of six months?
 - ▶ University requirement before a reclassification will be considered.
 - ▶ Review university classification specs to determine if a different title is more appropriate.
 - ▶ MSU’s classification team at central HR will have final determination of appropriate classification.

Other Considerations

- ▶ Can the department afford a higher salary if the position is reclassified?
- ▶ Will there be an impact to departmental goals or will a reclassification cause additional hiring needs?
 - ▶ For example, if lower-level duties are being removed and are replaced with higher-level duties, what will happen to the lower-level duties?

Questions???



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