

Reorganization Process

Note: The steps for the process outlined below typically takes between three (3) to six (6) months to complete depending on the complexity of the reorganization and department needs (see Reorganization Prioritization Tracking Sheet for specific timeline related to your reorganization).

a. Planning Phase (Department works with HR) –

- a. Department consults with HR on concept or reorganization
- b. Organization Chart (current)
- c. Department needs to determine what the needs of the department are and what organizational structure will support the goals and objectives
- d. Department will create new organization chart, listing position titles only, structure may be completely different; new positions, updated positions, must meet departmental goals and objectives
- e. Department will create a list of new job descriptions that are needed and existing job descriptions that need to be updated
 - Develop recommendations for job descriptions; draft duties, responsibilities, qualifications
- f. Department will determine if current employees have the skills set and meet qualifications for new positions, map employees to positions (new or existing positions)
- g. Department will determine impact to employees
 - Layoffs for eliminated positions
 - New classifications to higher or lower grades
- h. Department will schedule a meeting with Human Resources (HR) to present proposed reorganization
- i. HR will review proposed reorganization, assess liability/risks, equity, make recommendations, consult with legal, and create budget worksheet
 - HR will schedule a meeting with the department and Budget Department

b. Budget Phase (Department and HR work with Budget)

- a. Department, Budget, and HR meet to review proposed reorganization
 - Org and department information
 - Review impact and where funding is coming from to support changes
 - Budget approves proposed reorganization or may need more information

c. Approval Phase

- a. Once reorganization is approved by Budget, HR, and the department, HR will submit proposed reorganization to Executive Team
 - Current organization chart
 - New organization chart
 - Mapping of employees
 - Employee impact – layoffs
 - Budget worksheet

d. Transactions/Re-Organization Implementation

- a. Once approved by Executive Team HR will meet with the department to establish/determine the following:
- b. Prioritization
 - HR will create tracking sheet to prioritize reorganization changes in phases
 - i. HR will send regular updates (tracking sheet) to department on progress of reorganization
 - Department will provide supervisor and timesheet approver changes
- c. Communication plan and timeline for the following:
 - department
 - individual employee(s)
 - College community
- d. Job Descriptions
 - HR works with the department to draft new job descriptions or update current job descriptions in place of the JDQ process
 - HR and the department agree on job description
- e. Classification
 - HR classifies the new or updated position to determine appropriate grade and rate of pay
 - HR informs the department of the outcome of the classification
 - HR submits the classification packet to the Budget Department for approval
 - HR submits the classification packet to Executive Team for approval
 - HR submits the request to post the position to Executive Team via the Vacancy Report
- f. Update Master Salary Schedule & Banner
 - HR and Budget make classification updates in Banner, Master Salary Schedule, Classification Log, and OnBase
- g. Approved new classification is posted
- h. Personnel Data Form (PDF)
 - HR completes PDF's to reflect changes to employees positions
 - i. Reviews payroll impact to employee
 1. Timing of change, start of pay period, factor compensation/wage increases
 - ii. Effective dates for changes to employees positions must be at the beginning of a pay period
 - HR completes supporting documentation
 - i. Contracts (require President approval)

- ii. Pay Rate Worksheet
 - iii. Communication for Employee
 - 1. Memo
 - 2. Updated Job Description
- i. Department schedules meeting(s) with employee to go over changes and employee(s) signs documents
 - HR participation if requested
 - Presents the following:
 - i. HR Memo to employee
 - ii. Contract (if applicable)
 - iii. Job Description
- j. HR routes PDF's and supporting documentation for processing to the following:
 - Budget Department
 - Payroll
 - Benefits
- k. HR Uploads PDF and supporting documentation to OnBase
- l. Evaluation of reorganization
 - Department meets with HR and Budget to evaluate the effectiveness of the reorganization as part of the budget review process