

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 7.3.2**

<b>Title: Reclassification of Existing Positions</b>	
Originated by: Vice President of Business Services	
August 3, 2006	
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on:

**Policy Statement:** It is the policy of Manhattan Area Technical College to classify positions as faculty, classified (hourly employee) or professional based on the prescribed job qualifications, job duties, and professional/analytical skills required.

**Rationale:** MATC recognizes the importance of professional and support staff in conducting college business and meeting the established college mission. Proper position classification is required to hire and retain highly qualified employees. In addition, it is crucial to properly classify workers in order to comply with the Fair Labor Standards Act and other state and federal labor laws and regulations.

**Procedure:**

1. A written request must be submitted by the individual or supervisor wanting to change the position. The request must include:
  - Revised Job Description
  - Completed Reclassification Questionnaire/Job Description Analysis with all appropriate signatures. (Form available from Human Resources)
  - Submit originals of Position Description to Supervisor.
2. Supervisor will recommend approval or denial of request to Administration.
3. After an individual initiates a request and a supervisor approves the request for a classification review, Administration will act on the request within 30 calendar days.
4. Administration will compare the position to positions with similar duties (internal and external). For classification actions, Administration will conduct a review and make an advisory recommendation to the President regarding the salary and position change.
5. If recommendation is approved, classification adjustment will be effective the next pay period following completion of action.

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6. If recommendation is denied, written notification is provided to the staff member and supervisor giving reasons for denial that are based on the position's current responsibilities and the needs of the department