

## Lakeland Community College

POLICY TITLE:	RECLASSIFICATION OF STAFF POSITIONS
POLICY NO:	3354:2-20-31
ORIGINALLY APPROVED DATE:	07/05/01
REVISED DATE:	03/07/25; 03/06/03
EFFECTIVE DATE:	03/07/25
NEXT REVIEW DATE:	03/2030
RELATED PROCEDURE:	N/A
RESPONSIBLE OFFICE(S):	DEPARTMENT OF HUMAN RESOURCES
APPROVED BY:	BOARD OF TRUSTEES

### Reclassification Process

1. Occurs annually, commencing with notification by the Human Resources Department to supervisors in February.
2. Requests for reclassification must be submitted during the month of March to the Human Resources Department.
3. Supervisors submitting reclassification requests for any of their direct reports will complete a Personnel Requisition Form (checking the reclassification option), obtaining all required signatures on the form, and provide a revised job description showing the additional duties and/or level of responsibility associated with those duties to support and justify the request.
4. Reclassifications approved by the President, including increases in the compensation of incumbents, will be effective July 1.
5. Changes in the classification of staff positions will be provided to the Board of Trustees for information at the June Board meeting.