

SECTION 3.40 POSITION CHANGE (M-5) PROCESS

Last Update: 7/15

Within the Executive Branch Position Classification System, positions and job classes may be established or changed. The procedure for initiating these actions is described below.

Position Change

Position changes include, but are not limited to, the following actions:

- Addition of a new position
- Deletion of an existing position
- Reclassification of an existing position
- Cost center change
- Position type change
- Bargaining unit change
- Bargaining status change
- Merit status change

To initiate any of the above changes, a Position Change Request (M-5) is initiated and submitted by the designated Personnel Assistant. The appointing authority and the Department of Management must approve the M-5 prior to the DAS-HRE review. Classification changes may not be retroactively approved.

Effective Date

Position changes are effective on a date set by DAS-HRE, but will always be effective at the beginning of a pay period. If the Department of Management does not approve the funding for a reclassification, duties commensurate with the previous job classification must be restored within three pay periods following that decision. Position changes will not be retroactively approved for an earlier date.

Loss of Merit-System Coverage

For reclassifications (and transfers or reassignments) that result in an employee's loss of merit system coverage, the employee must provide written consent for a change from merit system coverage to non-merit system coverage. If the employee does not consent to the change, the appointing authority may initiate a reduction in force.