



POLICY TITLE: Changes in Employment Classification

POLICY PURPOSE: To establish conditions for reclassifying a university support staff employee to an unclassified employee.

BACKGROUND: The number of requests to move an employee from university support staff to an unclassified position has increased recently and therefore it is necessary to establish the conditions under which this employment reclassification can occur. This policy is not intended to unilaterally convert USS members to unclassified staff

APPLIES TO: Staff Supervisors

DEFINITIONS:

CONTENTS:

POLICY STATEMENT: All requests to change a university support staff position to an unclassified position must be submitted by the supervisor to the Director of Human Resources for review and recommendation to the appropriate Vice President. The Vice President will then provide a final decision to the supervisor.

Consideration must be given to the status of the new position relating to overtime. The President or designee must approve any request for salary increases or exceptions to any other requirements. Any USS staff member converted according to this policy may choose to remain in KPERS for retirement purposes.

EXCLUSIONS OR SPECIAL CIRCUMSTANCES:

RELATED DOCUMENTS:

Policies:

Forms:

Other:

KEYWORDS: Classified, unclassified, requirements

RESPONSIBLE OFFICE: Vice President for Administration and Finance

RESPONSIBLE UNIVERSITY OFFICIAL: Vice President for Administration and Finance

ORINATION DATE: 1/4/2012

REVIEW CYCLE: 3 years

POLICY ADDRESS:

LAST APPROVED ON: Adopted by President's Cabinet 3/28/2018

REVIEW/CHANGE HISTORY: Amended 2/2/2015
Adopted by President's Cabinet 2/2/2015
Adopted by President's Cabinet 2/2012

NEXT REVIEW DATE: 3/2021
