



**COOK COUNTY BUREAU OF HUMAN RESOURCES  
EMPLOYMENT PLAN - SUPPLEMENTAL POLICIES**

<b>POLICY TITLE:   Reclassification of Positions</b>		<b>PAGE 1 of 1</b>
<b>Date of Approval: July 24, 2013</b> <b>Effective Date: August 1, 2013</b>	<b>Policy Number: 2013-2.1</b> <b>Associated Personnel Rule: 2.02</b> <b>and 2.09</b>	<b>Policy Form:</b> <b>Reclassification Request</b> <b>Form</b>

**PURPOSE:** The purpose of this Policy is to set forth the process for conducting a Reclassification of (1) a Position, (2) a series of Positions, or (3) a group of different Positions whose principal job duties are substantially equivalent.

**AREAS/EMPLOYEES AFFECTED:** This Policy applies to all Departments and all employees holding Non-Exempt Positions working under the jurisdiction of the County Board President or Departments covered under the Employment Plan. To the extent that any provision in this Policy conflicts with a specific provision in any collective bargaining agreement or the Plan, the provision in the collective bargaining agreement or the Plan, as and if applicable, shall govern.

**POLICY AND PROCEDURE:** Non-Exempt Positions may undergo Reclassification in accordance with the following procedure:

No Political Reasons or Factors. All Reclassifications must be done in accordance with this Policy, the Personnel Rules, and the Plan, as and if applicable. No Employment Action relating to the Reclassification of a Non-Exempt Position or affecting an employee holding a Non-Exempt Position may be based on any Political Reasons or Factors.

Conditions for Reclassification. A Position, a series of Positions, or a group of different Positions that are not vacant and whose principal job duties are substantively equivalent may be reclassified to a lower or higher classification in the event the duties of the Position(s) have changed, diminished, increased or otherwise changed due to circumstances not related to any individual holding the Position(s). Such circumstances include, but are not limited to, reorganization, layoff, or technological changes that materially affect the job duties and/or responsibilities of the Position(s). A request for the Reclassification of any specific Position(s) may not be submitted more than once in any 12-month period.

Reclassification Procedure. Department Heads seeking the Reclassification of a non-vacant Position or Positions must complete a Reclassification Request Form and submit it to the Chief of BHR or his or her designee and the Compliance Officer. Such request must include: (1) a list of the Position(s) proposed for reclassification; (2) the name(s) and grade(s) of the employee(s) and Position title(s) for the Position(s) proposed for reclassification; (3) identification of the Position title and grade that the Position or Positions should be reclassified to, if known by the Department Head; (4) a written justification for the requested reclassification including discussion of the specific job duties, comparison of those duties to the new Position title, and an existing or proposed organization chart; (5) copies of market data for similar or equivalent Position(s), if available; (6) copies of the current and proposed Job Descriptions for the Position(s); and (7) a NPCC.

BHR Procedures Upon Receipt of a Reclassification Request. The Chief of BHR and the Compliance Officer shall independently review the proposed Reclassification Request Form and related documents to ensure that the Reclassification is justified based on the documentation provided and other related objective criteria. The Chief of BHR may also authorize BHR to conduct a Desk Audit to determine if any requested Reclassification is justified and appropriate. The results of any Desk Audit will be communicated to the Chief of BHR and the Compliance Officer.

The Chief of BHR and the Compliance Officer may require the Department Head to provide additional information. Such requests for additional information will be in writing to the Department Head, with copies to the Compliance Officer.

Approval/Denial of Reclassification Request. After reviewing the Request for Reclassification Form and documents and the results of any authorized Desk Audit, the Chief of BHR or his or her designee and the Compliance Officer or his or her designee will meet to review the request for Reclassification, should the Chief of BHR and the Compliance Officer disagree, the Compliance Officer's determination shall govern. The Chief of BHR or his or her designee shall send written notification of the determination to the Department Head; approved Reclassification requests by BHR will be contingent on funding approval from the Budget Department. Copies of the determinations and notification will be sent to the Compliance Officer. Any grade, title and compensation changes applicable to an approved Reclassification will be carried out by BHR in accordance with this Policy, the Personnel Rules and the Plan.

NPCC. All employees holding Non-Exempt Positions reclassified pursuant to this Policy and all Employees participating in any Reclassification of a Non-Exempt Position or any Employment Action relating to it must sign a NPCC certifying that no Political Reasons or Factors were considered.