ISU EXTENSION RECLASSIFICATION PROCESS

Employee/Supervisor initiates a reclassification request.

Employee goes to Classification & Hiring System at:
http://www.iastatejobs.com/hr/
Username: University ID Number
Password: University ID Number

If Position Description (PD) has a “Needs Update” status:
Contact Extension HR Office
Phone: (515) 294-3283
Email: exthr@iastate.edu

Extension HR Office works with employee to get a previous copy of PD into the online hiring system.

ISU HRS approves the update of the PD from paper format to the online system with no changes made.

Extension HR Office notifies the employee of approval. Employee can begin reclassification request.

If Position Description (PD) has current information entered:
Employee downloads MS Word version of P&S PD Form or Merit PD Form and completes all sections with the position reclassification information for the position.

Employee submits PIQ document electronically to their Supervisor.

Supervisor reviews reclassification request. Justification of support or non support of the reclassification is entered into the Supervisor section.

Supervisor then sends electronically to the Extension HR Office at exthr@iastate.edu

Position Information is reviewed by Extension Administration. Justification of support or non support is entered into the Management section.

Extension HR enters the Word document into the Online Classification & Hiring System and routes to ISU HRS.

Extension HR Office notifies the Supervisor of approval. Salary increase is retroactive to the date Extension HR submitted the request Online.

Reclassification Approved

Prior PD is maintained in the system. Employee has option to appeal through the ISU HRS process.

Reclassification Denied