

**THE CITY UNIVERSITY OF NEW YORK**

**COLLEGE HEO COMMITTEE - FORM  
FOR RECLASSIFICATIONS SUBMITTED BY A HIGHER EDUCATION OFFICER SERIES EMPLOYEE  
OR HIS/HER SUPERVISOR**

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A request for reclassification may be initiated by the employee or supervisor. An employee or supervisor who wishes to submit a request for reclassification must use this form to submit the necessary document(s) to the **Chair of the College HEO Committee**.

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**College**

**Request for Reclassification from Employee**

**Request for Reclassification from Supervisor**

Employee Name  CUNYfirst Empl. ID #

Current Contract Title  Department

CUNYfirst Functional Title  Work Phone

Supervisor Name  Work Phone

Contract Title

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**Documents to be submitted by employee or supervisor to the Chair of the College HEO Committee:**

- Memorandum clearly outlining the reason(s), with substantive examples, for the reclassification, including but not limited to
  - the accretion of new, complex duties over time
  - a significant increase in the volume of work which has the effect of transforming the scope and complexity of the work
  - a reorganization of functions
  - other significant alteration in the duties previously assigned
- Employee's current resume
- Description of current duties and responsibilities highlighting the difference(s) from the job description at time of appointment
- Job description at the time of appointment
- Current and proposed unit organizational charts including employee names, payroll titles and functional titles
- Any other documents

List any other documents attached:

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The Chair of the College HEO Committee may request the College HR Director to undertake any of the following in order to facilitate the review by the College HEO Committee:

- Review of submitted documents
  - Confirmation of description of current duties and responsibilities, as provided by the requester, which may include discussions with the immediate supervisor, if the request has been made by an employee
  - securing any missing or additional documents that may support the request
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**COLLEGE HEO COMMITTEE ONLY**

**RECOMMENDATIONS**

Date of Meeting

- Positive recommendation forwarded to President /President's designee
- Not recommended

Name of Chair of the College HEO Committee

Signature

Date

**PRESIDENT / PRESIDENT'S DESIGNEE**

**RECOMMENDATIONS**

- Positive recommendation to be forwarded to the College HR Director.
- Not recommended

Name of President/President's Designee

Signature

Date

The signed form must be given to the College HR Director.

**COLLEGE HR OFFICE ACTIONS**

It is strongly recommended that the College HR Director notify the person requesting the reclassification (employee or supervisor) of the date when the HEO Committee is expected to meet to consider the reclassification.

The College HR Director will inform the person requesting the reclassification (employee or supervisor) of the recommendation of the College HEO Committee and President/President's Designee by providing a copy of this form.

If the recommendation from the President/President's Designee is positive, the College HR Director will inform the person requesting the reclassification (employee or supervisor) that the recommendation is now pending OHRM approval.