

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Recruitment and Employment	Section: I
	Subject: C.4
SUBJECT: To Reclassify a Filled Classified FTE Position	Effective: 06/05/09
	Revised: 05/29/09

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TO RECLASSIFY A FILLED CLASSIFIED FTE POSITION

- A. The department submits, through its appropriate administrative channels, a request to reclassify a filled classified FTE position along with a Position Description (PD) and organization chart. If a reclassification salary increase is being requested for the incumbent of the position, a Personnel Action Request ([Form P-4](#)) must also be submitted to the Budget Office to determine if there are sufficient funds in the department's budget to support the salary increase. If the request cannot be approved by the Budget Office it will be returned to the department. If sufficient funds exist for the approval of the request, the Budget Office will forward it to the Office of Human Resource Management (OHRM).
- B. Upon receipt of the budget-approved request and supporting documents, OHRM reviews the PD for reclassification of the position and/or submits the PD and organization chart to the Budget and Control Board Office of Human Resources for reclassification.
- C. OHRM and/or the Budget and Control Board Office of Human Resources analyzes the PD and accompanying organization chart and renders a decision on reclassifying the position.
- D. When the position is approved by OHRM and/or the Budget and Control Board Office of Human Resources, a copy of the PD is sent through administrative channels to the department for its permanent record.