

## **RFR Submission**

### ***Submissions:***

#### **Before sending RFRs:**

Please review the RFR carefully, especially the following information, and follow up with the employee or management about any potential impacts. There are two primary reasons this review is critical: 1. We cannot withdraw RFRs after a classification decision has been issued; and 2. You can ensure RFRs are complete and potential negative impacts are understood by management and employees before we receive the RFR.

- Is the correct position number used?
- Is the correct employee listed?
- Is the form complete?
- Are all signatures in place?
- Is the position currently under recruitment? If so you will want to cancel the recruitment until the position is properly classified.
- When is the employee's next step date? A change in pay grade will result in a new step date and if the employee's step date will occur in the next few weeks you may want to coordinate the timing of the submission with the employee and/or management.
- Is the request to downward reallocate a filled position? If so is it voluntary, involuntary, or through no fault? Provide documentation showing that the employee understands the impact.
- Could this RFR result in a change to the employee's overtime rate, and do the employee and manager understand? For example if the job class is exempt from FLSA and the employee is reallocated to pay grade 25 or above they are no longer eligible for premium overtime.
- Could this RFR result in a change to the employee's bargaining unit? If so please include clear org charts showing the before and after. Please remember that benefits may change as a result of the bargaining unit change. Bargaining unit changes require review by VSEA before they are implemented. VSEA and employees can appeal a change in bargaining unit directly to the VLRB.
- Has the employee been in a job at a higher pay grade within the past two years? If so the employee's salary will be calculated as a restoration and the employee may lose money as a result.

#### **Sending RFRs:**

Please email all Requests for Classification Review (RFRs) to **DHR.Classification@vermont.gov**. Please do not send multiple copies of the same RFR in various formats (email & hard copy). It is extremely confusing and slows us down as we try to reconcile the duplicate submissions.

- Do not copy the classification analyst, the DHR.Positions email, or the Division Director.
- Do not send originals if you send the RFR via email.
- We will continue to accept RFRs that are hand carried, or sent in US or Pink Mail. However, for tracking purposes it is best to send them via email.
- Retain a copy for your reference until the classification review is complete.
- Please note - RFRs reviewed by Classification Committees must be complete, fully signed, and submitted to DHR **before** committee review.

- **The effective date of each RFR, whether it is to be reviewed by a Classification Committee or a Classification Analyst, is based on the date the RFR is received in the Classification Division of the Department of Human Resources.**
- Please use the following format in the Subject Line of the email:

**Subject:** RFR for Position Number(s): xxxxxx, Employee Name or Vacant or New

*For example –*

**Subject:** RFR for Position Number 000000, Vacant

*Or –*

**Subject:** RFRs for Position Numbers 000001 and 000002

Attach to the email:

- The RFR
- Org Chart(s) showing the placement of the position in the organization before the change and the placement of the position in the organization after the change.
- Draft or Revised Job Specification in **Word format**, because the job spec database is compatible with Word format only.
- Any other pertinent information.

In the body of the email:

Provide a brief summary of the request. Some examples of the types of things it is especially helpful for us to know:

- The request is to reallocate a position for recruitment purposes, only. No impact on the current incumbent because the incumbent is leaving the position on X date.
- If the RFR is for a new position please include the position authorization information.
- The request is to create a new job class – please note a draft Job Specification is required to create a new job class.
- The request is to reallocate a position within an existing job series.
- If there is a reason to treat the RFR as a priority please explain.
- If there is a reason to treat the RFR with sensitivity, please let us know.
- If the RFR is submitted as part of a stipulation (provide a copy of the stipulation).
- If there are related actions or activities associated with the RFR (reorg, transfers, etc).
- If there will be an impact on another position or organization that may require additional work on our part. For example, a change in subordinate assignments for two or more supervisors.
- If this RFR is part of another review.
- If the RFR is management's response to a concurrent filling. Please note: Employees may submit an RFR concurrently, regardless of the type of filing (employee or management) by sending a copy of the RFR to the Classification Division at the same time the RFR is submitted to the supervisor. The Collective Bargaining Unit Agreements build in 15 days for supervisor/appointing authority review of RFRs. It is very important that concurrently filed RFRs are reviewed and signed by the supervisor and the appointing authority, and forwarded to the Classification Division as quickly as possible. We must act on all RFRs submitted, and we try to do so within 60 days.
- Include the business unit, department id, location (zip), and any other position coding information that will change as a result of the classification action.

### Incomplete RFRs:

If we receive RFRs that are not complete we will let you know what is required. Incomplete RFRs will not be date stamped until it is a complete; therefore, it is best if you carefully review RFRs before you submit them. Reasons RFRs will be determined to be incomplete include, but are not limited to:

- Missing position numbers
- Discrepancy between position number and employee name
- Missing signatures
- Org charts not included for supervisory and managerial designation changes
- Missing incumbent information
- Incorrect form used
- Failure to articulate changes since the last review