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| **UCPEA Career Paths Job Classification System**  **MAPPING RECONSIDERATION REQUEST** | |
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| **OVERVIEW** | |
| Effective July 3, 2020, Human Resources mapped employees in positions covered by UCPEA to the new Career Paths Job Template that best reflects employees’ current job duties and responsibilities.  Positions were mapped into the new job classification system using the following five criteria:  1.) General Role;  2.) Education and Experience;  3.) Independence and Decision-Making;  4.) Complexity and Problem Solving;  5.) Scope and Measurable Effect.  Employees and managers have the opportunity to provide additional information that may support mapping reconsideration. To qualify for a reconsideration of the position’s mapping, the employee’s work responsibilities must be inconsistent with the parameters of their assigned template in the five criteria noted above. All reconsideration requests must be reviewed by the first manager outside of the bargaining unit. Reconsiderations of position mapping and associated classification titles will include a review of all job information. Reconsideration decisions are final.  **It is important to note that submitting a request to reconsider the classification decision is not the same as submitting a reclassification (job audit) request.**  Reconsideration is a one-time process to support the final stage of implementation of the Career Paths system. This process should only be used for individuals who feel their newly mapped job template does not match the occupation or classification criteria of their position. Employees who participate in the Reconsideration Process must wait until a decision on reconsideration is rendered by HR before seeking a reclassification. For more information, please visit the [Career Paths website](https://hr.uconn.edu/career-paths/) and resources including the Reconsideration FAQs. | |
| **INSTRUCTIONS** | |
| To request a reconsideration, employees must complete Parts I-IV of this form and provide updated job information as needed.  Employees must complete and submit approved reconsideration request forms to  [hr-communications@uconn.edu](mailto:hr-communications@uconn.edu) and [classification@ucpea.org](mailto:classification@ucpea.org) NO LATER THAN January 15, 2021.  If the outcome of a reconsideration request results in a change of mapping, the effective date will be retroactive to July 3, 2020. | |
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| **PART I: EMPLOYEE INFORMATION** | |
| Employee Name: | Click here to enter text. |
| Department: | Click here to enter text. |
| Previous UCPEA Classification Title: | Click here to enter text. |
| Current Career Paths Title: | Click here to enter text. |
| Requested Career Paths Title (if applicable): | Click here to enter text. |
| Date Requested: | Click here to enter text. |
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| **PART II: PURPOSE FOR REQUEST**  Answer all that apply. Please be as succinct as possible in your responses. | |
| 1. **There has been a change in job duties not represented by the Job Inventory Worksheet. Please explain.**   Click here to enter text. | |
| 1. **The classification criteria of the position better aligns with a different Occupational Group, Job Family, or Job Path. Please explain.**   Click here to enter text. | |
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| 1. **Assigned Job Template is inconsistent with identical positions in the unit or department. Please explain and list the names and Job Titles of those similar positions.**   Click here to enter text. | |
| 1. **The position’s mapping is misaligned with the five (5) leveling criteria. Please explain.**   Click here to enter text. | |
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| **PART III: JOB SPECIFICATION AND ORGANIZATIONAL CHART** | |
| **If there has been a change in the job description or the organizational structure, please submit respective documentation with this request for reconsideration.** | |
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| **PART IV: SIGNATURES** | |
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| **Employee:** | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**  Employee Signature Employee Print Date | |
| **Manager Outside of Bargaining Unit:** | |
| **Agree with the information provided**  **Disagree with the information provided**  *Comments:*  Click here to enter text.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_  Manager Signature Manager Print Date | |
| **Human Resources:** | |
| **Approve reconsideration request to [Identify Level and Job Template]**  **Deny reconsideration request**  *Comments:*  Click here to enter text.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_  HR Signature HR Print Date  **If you have any questions, please contact Human Resources at (860)486-1868 or via email at**  [hr-communications@uconn.edu](file:///C:\Users\bnw12002\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\FAQBOIZN\hr-communications@uconn.edu). | |
| c: UCPEA at [classification@ucpea.org](mailto:classification@ucpea.org) | |