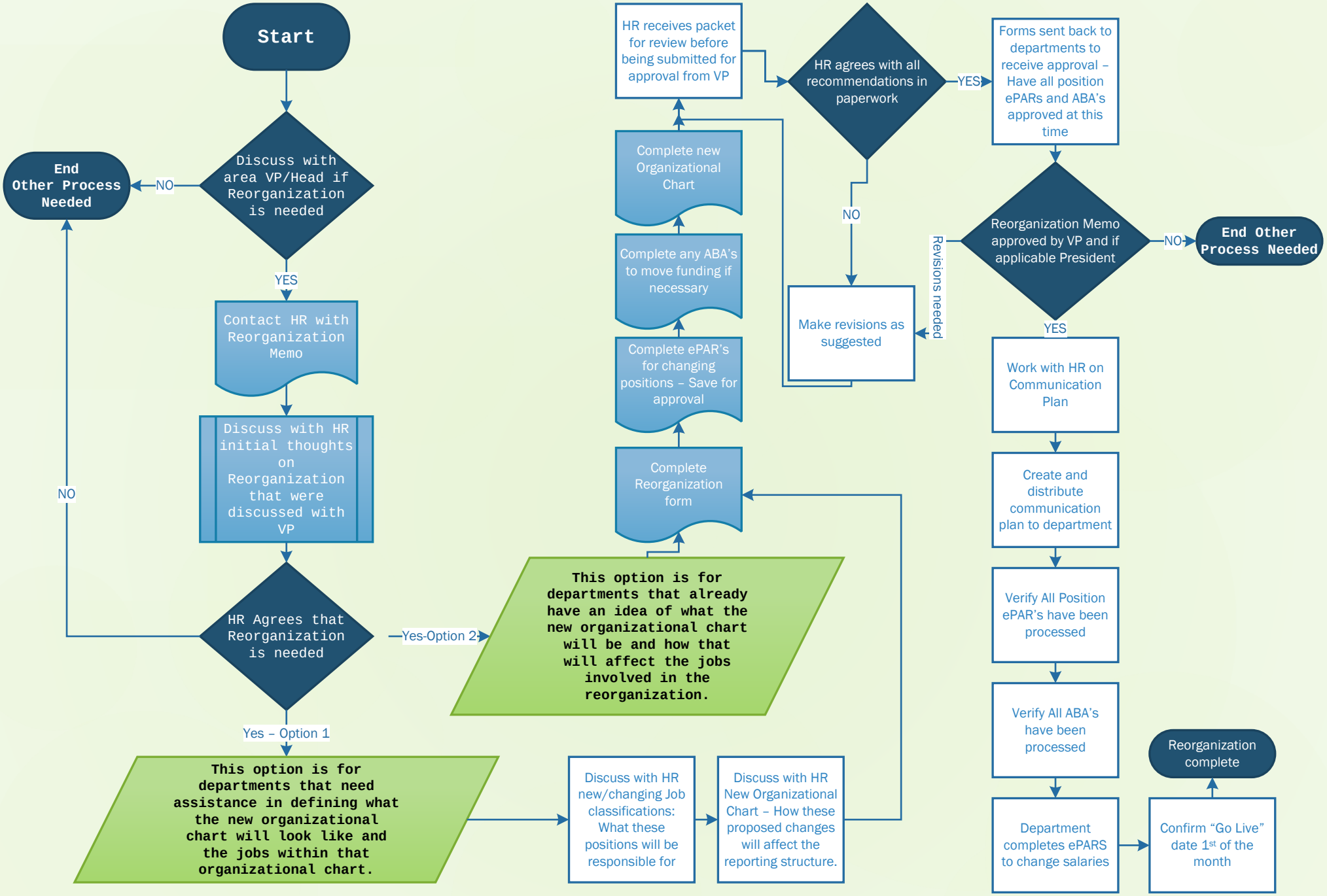
Start
Discuss with area VP/Head if Reorganization is needed
NO
End Other Process Needed
YES
Contact HR with Reorganization Memo
Discuss with HR initial thoughts on Reorganization that were discussed with VP
HR Agrees that Reorganization is needed
NO
Yes-Option 2
This option is for departments that already have an idea of what the new organizational chart will be and how that will affect the jobs involved in the reorganization.
Yes – Option 1
This option is for departments that need assistance in defining what the new organizational chart will look like and the jobs within that organizational chart.
Discuss with HR new/changing Job classifications: What these positions will be responsible for
Discuss with HR New Organizational Chart – How these proposed changes will affect the reporting structure.
Complete Reorganization form
Complete ePAR's for changing positions – Save for approval
Complete any ABA's to move funding if necessary
Complete new Organizational Chart
HR receives packet for review before being submitted for approval from VP
HR agrees with all recommendations in paperwork
YES
NO
Make revisions as suggested
Revisions needed
Forms sent back to departments to receive approval – Have all position ePARs and ABA's approved at this time
Reorganization Memo approved by VP and if applicable President
NO
End Other Process Needed
YES
Work with HR on Communication Plan
Create and distribute communication plan to department
Verify All Position ePAR's have been processed
Verify All ABA's have been processed
Department completes ePARS to change salaries
Confirm "Go Live" date 1st of the month
Reorganization complete