UNT OFFICE OF THE PROVOST & ACADEMIC AFFAIRS
EST. 1890

GUIDELINES FOR DEPARTMENT REORGANIZATION

Introduction

Before reorganization can occur area managers should evaluate the need for the reorganization and work with the department Chair, College Dean or Vice Provost responsible for their area to determine the department's overall needs.

Typical reason for a reorganization could be:

- Improving Business efficiency
- Reducing costs/budgetary needs
- Repositioning/aligning business units
- Meeting the strategic or changing needs of the College/University
- Providing a better service model

Items to be considered in a reorganization include:

- The most effective and efficient organizational structure for your department
- Changes in reporting relationships
- Reassignment of administrative support
- Creation of new positions and/or reallocation of existing vacant positions
- Reclassification of positions both filled and vacant
- Reduction in Force

First Steps

When considering a reorganization, contact your area VP and discuss the needs of the department to determine if a reorganization of the department should be pursued or if just a few individuals need to be reclassified or job duties re-structured. In instances where only a few jobs need to be reclassified, a different solution may be recommended.

Human Resources

If the area VP approves going forward with a department reorganization then Campus Human Resources must be contacted. The department should provide Human Resources with a memo outlining the reason(s) for the reorganization, identify positions affected, the impact to the budget and any additional relevant information. This information will be presented to the area VP for approval. You can contact HR for consult prior to the conversation with the VP to determine the best approach to your situation. Human Resources can evaluate your information to determine if the changes qualify as a reorganization. .

Human Resources will work with the department and offer guidance on reclassifications, possible reduction in force, grading for new positions, corrections or changes to proposed UPO 31's and potential salary implications

Important note: New budgetary needs must be addressed and a source of funding identified before any reorganization can be approved. If the department is requesting funding from outside of their own budget the anticipated funding area must be contacted for approval.

Reorganization Process Options

After the VP provides an initial approval to proceed, the department has two options for completing the reorganization.

Option 1: This approach allows HR to evaluate the classifications and provide general recommendations for salary on positions where there are current incumbents in advance of submitting the final forms. The steps are as follows:

1: The department head provides the following forms for classification:

- Position Information Questionnaire/ Job Evaluation form
- The current and the proposed organizational charts
- The completed Reorganization memo.

2: HR reviews and makes recommendations on classifications for the jobs and makes recommendations on salaries for incumbents.

3: With the information provided by HR, the department head provides the following forms for classification:

- Position Information Questionnaire/ Job Evaluation form
- The old and proposed organizational charts
- The completed Reorganization memo
- UPO-31s
- Information on any funding changes
- Any other documentation needed to justify the reorganization. Department routes the documents for signature through the VP and the President as needed for new positions.

4: HR receives final documents with final approvals, finalizes the classifications, and works with department on finalizing the effective date of the reorganization. Reorganizations are always effective the first of the month.

5: HR drafts memos for classification changes and provides guidance on communication of the changes. Department communicates changes to each impacted individual then to the department overall.

6: Department submits ePARs to update classifications and salaries, and to post any vacant positions.

7: Department handles compensatory time payouts for positions changing from non-exempt to exempt.

Option 2: This approach allows the department to submit everything immediately. This is most helpful when the department has a clear idea of what the classifications should be and estimates of salaries to be offered. The steps are as follows:

1: The department head provides the following forms for classification:

- Position Information Questionnaire/ Job Evaluation form
- The current and proposed organizational charts
- The completed Reorganization memo
- UPO-31s
- Information on any funding changes
- Any other documentation needed to justify the reorganization
    - Department routes the documents for signature through the VP and the President as needed for new positions.

2: HR receives final documents with formal approvals, reviews and makes recommendations on classifications for the jobs and salaries for incumbents.

3: HR works with department on finalizing the effective date of the reorganization. Reorganizations are always effective the first of the month.

4: HR drafts memos for classification changes and provides guidance on communication of the changes. Department communicates changes to each impacted individual then to the department overall.

5: Department submits ePARs to update classifications and salaries, and to post any vacant positions.

6: Department handles compensatory time payouts for positions changing from non- exempt to exempt.

Communication and timing

Once approval has been obtained leadership should work on a communication plan for area staff.

Do not communicate prematurely to employees. Avoid advising or making promises to employees regarding changes to their titles, job descriptions/classifications or pay.

- Human Resources will draft any classification change documents for impacted staff.
- Reorganization implementation occur on the first of the month to avoid difficulty with payroll processing.
    - **Please consider this timing when submitting a reorganization request.**