Start

Discuss with area VP/Head if Reorganization is needed

NO

End Other Process Needed

YES

Contact HR for Reorganization form

Discuss with HR initial thoughts on Reorganization that were discussed with VP

HR Agrees that Reorganization is needed

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.

Revisions needed

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.

Complete New Organizational Chart

Complete any ABA’s to move funding if necessary

Complete new HRM-4’s for changing positions

Complete Reorganization form

HR agrees with all recommendations in paperwork

Forms sent back to departments to receive approval – Have all HRM-4’s and ABA’s approved at this time

Reorganization form approved by VP and if applicable President

YES

Work with HR on Communication Plan

Create and distribute communication plan to department

Verify All HRM-4’s have been processed

Verify All ABA’s have been processed

Department completes ePARS to change positions/salaries

Confirm “Go Live” date 1st of the month

End Other Process Needed

NO

Complete new Organizational Chart

Complete new HRM-4’s for changing positions