Start

Discuss with area VP/Head if Reorganization is needed

End Other Process Needed

NO

YES

Contact HR with Reorganization Memo

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

HR Agrees that Reorganization is needed

Yes - Option 1

Yes - Option 2

HR receives packet for review before being submitted for approval from VP

HR agrees with all recommendations in paperwork

YES

Forms sent back to departments to receive approval - Have all position ePARs and ABA's approved at this time

NO

Reorganization Memo approved by VP and if applicable President

Revisions 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

End Other Process Needed

Forms sent back to departments to receive approval - Have all position ePARs and ABA’s approved at this time

NO

HR Agrees with all recommendations in paperwork

Complete new Organizational Chart

Complete any ABA’s to move funding if necessary

Complete ePAR’s for changing positions – Save for approval

Complete Reorganization form

HR agrees that Reorganization is needed

NO

YES

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

Discuss with HR with Reorganization Memo

Contact HR with Reorganization Memo

NO

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.

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.