



## DEPARTMENT OF ADMINISTRATIVE SERVICES

450 Columbus Boulevard, Suite 1501, Hartford, CT 06103

TO: Agency Heads and HR Professionals

DATE: February 19, 2021

RE: General Letter No. 226 - Promotion by Reclassifications (Revised)

### **PURPOSE**

The purpose of this General Letter is to establish uniform procedures for promoting employees in their current positions by reclassification and supersedes the previous General Letter, dated December 20, 2016.

### **POLICY**

As part of appointing authorities' responsibly to deliver efficient, safe, and timely public services, they use their responsible judgement to appropriately manage and direct their agencies. Incorporated within this duty and obligation, appointing authorities may, for legitimate business purposes, promote employees by reclassification under Sec. 5-227a of the Connecticut General Statutes.

### **SCOPE**

This General Letter applies to all classified employees in the executive branch under the jurisdiction of the Department of Administrative Services, Statewide Human Resources Management.

### **REQUIREMENTS**

In accordance with Sec. 5-227a of the Connecticut General Statutes, promotions by reclassification shall be made without a formal examination provided the:

- Employee meets the minimum qualifications for the reclassified position as detailed on the class specification;
- Employee has maintained an adequate performance record and has received a satisfactory appraisal on the two most recent consecutive performance evaluations (conducted in accordance with the applicable authority for performance evaluations);
- Employee has worked at the existing level in the current position for a minimum period of six (6) months; and
- Commissioner of Administrative Services approves the reclassified position.

On behalf of the Commissioner of Administrative Services, Statewide Human Resources Management shall review promotion by reclassification requests on a case-by-case basis under the following guidelines:

- The growth in duties is practical where the organization is ultimately able to support the reclassification without significant change;
- The effect of the reclassification is measured such that movement is limited to within the career series and does not result in a reclassification to a lower level in the career series; and
- The reclassified position is in the same labor unit.

In the event that a promotion by reclassification request does not adhere to the above guidelines, agencies may discuss with their assigned DAS HR Business Partner if there are different methods to meet their operational intent (e.g., requesting approval for a vacant position, posting of an opportunity, etc.).

### **PROCEDURES FOR REQUESTING AND PROCESSING A PROMOTION BY RECLASSIFICATION**

At a minimum, the following shall occur when requesting and processing promotions by reclassification under Sec. 5-227a of the Connecticut General Statutes.

- If the appointing authority determines that a reclassification under this General Letter is warranted, the DAS HR Business Partner obtains:
  - A current Master Application completed by the employee;
  - A statement from the appointing authority that the employee's last two consecutive performance evaluations have been at least satisfactory;
  - A statement from the appointing authority that the employee has successfully performed the duties and responsibilities of the current position for at least six months;
  - A current and completed duties questionnaire completed by the employee;
  - The current and proposed organizational charts; and
  - A justification explaining how the promotion by reclassification is organizationally sound and within the guidelines outlined above.
- The assigned DAS HR Business Partner shall analyze the request and required documentation and, if the promotion by reclassification request adheres to the above guidelines, enter the Position Data transaction. Otherwise, the DAS HR Business Partner shall return the request to the agency with no further action.
- Upon final approval of the Position Data request, the DAS HR Business Partner enters a Job Data transaction using the Action/Action Reason Code of Promotion/Promotion by Reclassification.
  - Notepad for this transaction should include the name of the DAS HR Business Partner who approved the transaction and the date the approval was granted.
  - The Exam Waived (EWAV) code should be used in the Certification Number field.

Notwithstanding the above, out of scope agencies and quasi-public agencies employing individuals under the jurisdiction of DAS must work with their assigned DAS HR Consultant to ensure compliance with this policy. The University of Connecticut and the University of Connecticut Health Center shall adhere to the following procedures for classes under their decentralized classification agreement:

- The Agency HR Professional makes classification decision, reviews the incumbent's background to ensure that the requirements of the statute and job specification are met, and

- maintains appropriate records as outlined below and in the decentralized classification agreement.
- The Agency HR Professional processes the Position Data transaction (unless position is already at target level).
- The Agency transmits the Job Data transaction.
  - Notepad should include the following statement: "Promotion by Reclassification per Section 5-227a; supporting documentation is on file at the agency."
  - The Exam Waived (EWAV) code should be used in the Certification Number field.

#### **POST AUDIT**

All transactions under this General Letter are subject to post-audit by Human Resources Policy and Information Systems.

#### **OTHER**

Appointing authorities are responsible for the following regarding promotion by reclassification:

- Responding to any administrative and/or legal challenges to promotion by reclassification actions;
- Meeting all document retention requirements;
- Responding to all requests for information under the Freedom of Information Act (FOIA); and
- Maintaining the security and confidentiality of all promotion by reclassification materials.