



Guidelines for the Approval of Department Re-Organizations

OVERVIEW:

The College of New Jersey has designated the Office of Human Resources to be the official central repository for all data relating to staffing and organizational structure. In this role, the Office of Human Resources will insure that appropriate authorization has been obtained when effecting organizational changes and insure that those changes are communicated to all affected parties.

All department re-organization requests must be supported by the appropriate Cabinet Officer and submitted to the Office of Human Resources for review. The Office of Human Resources is responsible to insure that all Federal, State, and College employment laws and regulations are met. As part of its review, the Office of Human Resources will access the budgetary and organizational impact, as well as review positions for appropriate classification and compensation. Upon completion of the Human Resources review, the re-organization will be presented to the Position Review Committee comprised of the Vice President of Human Resources, the Treasurer, the Provost and the Vice Provost. Final approval of all re-organization proposals rests with the President of the College.

After final approvals have been received, the Office of Human Resources will update information contained in the College's Employee Information System (EIS), which serves to update the campus On-Line Directory (OLD) and the Employee Self-Service system (YESS), and complete any additional paperwork required. If a new position has been approved by the reorganization, the recruitment process will be initiated once all approvals have been received.

The College of New Jersey defines a department as a distinct division of the College that houses employees. The re-organization process is appropriate when there are changes in a department that affect reporting relationships or when there is a significant change in job responsibilities that effect the entire organization. This may occur through the creation, elimination, reclassification, or reassignment of positions or employees. This process is not designed to include programs or initiatives conducted by departments or those instances where the reclassification of an individual employee occurs.

The re-organization process can take from 4-6 weeks depending upon the complexity of the re-organization and scheduling demands.



PROCEDURE:

1. The re-organization process begins with a communication from the appropriate department Vice President, Dean, or Department head to the Office of Human Resources indicating that a change in the organization is desired.
2. A meeting between Human Resources and the Department representative is scheduled to discuss the re-organization. This will include a discussion of the organizational need to be met, reasons for re-organization, positions impacted, strategic initiatives addressed and budgetary impact.
3. The Department must submit the following documents/information for review in support of the re-organization:
 - A Re-organization Request Form signed by the area Cabinet Officer (insert link)
 - A detailed justification for the proposed re-organization including an identification of funding source
 - An Organization Chart reflecting the current department structure
 - An Organization Chart reflecting the proposed department structure
 - Current job descriptions for all employees in the department
 - New job descriptions for employees changing job responsibilities under the re-organization
 - Current resumes for all employees recommended for promotion as a result of the re-organization
 - Position Request Forms for all new or upgraded positions (insert link) or a written request for Human Resources to prepare the form(s)
 - Change of Status Forms for changes in reporting relationships (insert link)
4. Human Resources will log the receipt of the re-organization request upon receipt of all paperwork. Review of the proposed re-organization will begin when the re-organization request package is complete.
5. Human Resources will review the submitted documentation for completeness. Re-organization of a department should be tied to organizational need and strategic initiatives. All job descriptions will be reviewed to ensure proper classification and title. Requests for changes in compensation will be reviewed against market data, contractual requirements, and internal equity. Resumes will be reviewed to ensure that employees recommended for promotion meet education, skill and experience requirements for the position. Organizational structure will be reviewed for efficiencies and appropriateness of reporting relationships. .
6. Human Resources will prepare a Budgetary Impact Chart to reflect the proposed re-organization changes and the financial impact.
7. Upon completion of its review, Human Resources will forward the re-organization request to the Position Review Committee for its review. If approved, the Committee will sign off on the Position Request form(s) and the Budgetary Impact Form.
8. The Vice President of Human Resources will present the proposed re-organization to the President for final review and approval.
9. Human Resources will advise the Vice President, Dean or Director initiating the re-organization of the approval or disapproval.
10. Upon the approval of the President, Human Resources will complete all EIS forms, employee letter and notifications, and all other paperwork needed to finalize the re-organization. Recruitment will initiate the search for approved positions to be filled.
11. A copy of the re-organization documentation will be retained in the office of Human Resources.

Any questions concerning this process should be addressed to the Office of Human Resources. All forms related to this process are posted on the Human Resources website under Re-organization.