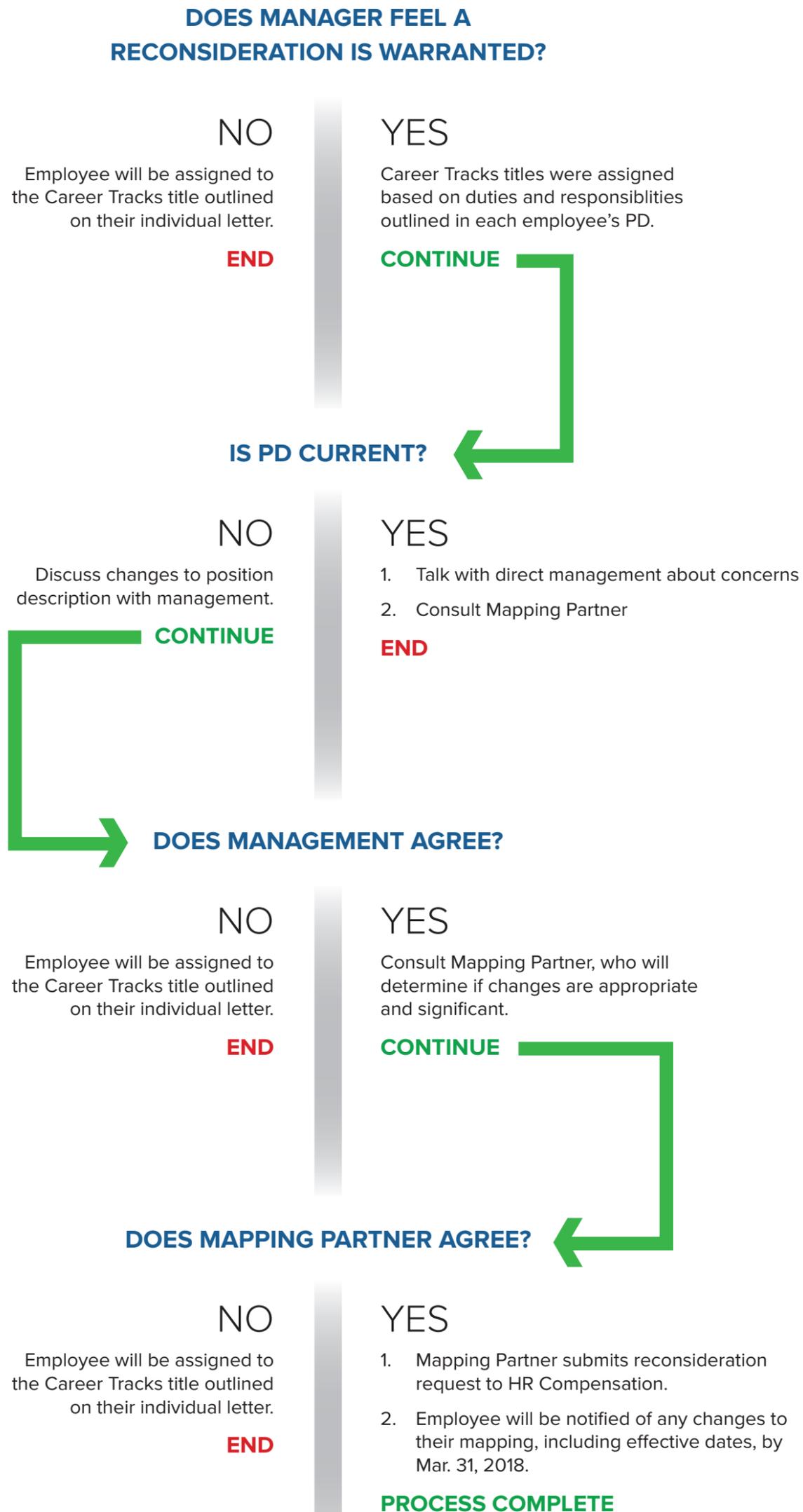


# RECONSIDERATION PROCESS

**MAPPING PARTNERS MUST SUBMIT BY FEB. 15, 2018**

Employees are assigned a Career Tracks title that best reflects the duties and responsibilities outlined in their current position description. Management should apply this decision matrix to any requests for reconsideration.



# CAREER TRACKS

## Supervisor Toolkit

### FAQ: Reconsideration Process

**1. What is reconsideration?**

Reconsideration is the closing step of the implementation of the new Career Tracks classification system. Mapping Partners and HR Compensation have worked hard during the mapping validation phases to ensure all positions were correctly mapped over to Career Tracks. The goal is 100% accuracy, and as a final quality control, the Reconsideration Phase is the opportunity for employees to who feel their position has been incorrectly mapped, to speak with their managers.

**2. What is the timeline for reconsideration? How is a position reviewed after the Reconsideration Phase?**

The Reconsideration Phase is Dec. 1 to February 15, 2018. Any requests for reconsideration must be received during that time period.

After the Reconsideration Phase, requests for a position review will follow the ongoing process of reclassification by HR Compensation, which will reclassify a position when there are significant changes to key responsibilities and scope.

**3. Can employees appeal their supervisor/manager's mapping decision?**

Mapping positions to the Career Tracks classification system is based on job descriptions. Job descriptions reflect the supervisor/manager's expectations for an employee's position and define the responsibilities and requirements. Where an employee feels the job description is not accurate, they should speak with their manager to review and discuss. If the manager agrees that something important was overlooked during mapping, the manager will advise the Mapping Partner who can submit new information to HR Compensation during the reconsideration period to support a reconsideration of the original mapping recommendation.

**4. A mapping determination was made based on an outdated job description. We'd like to provide a corrected version. Can HR Compensation take a look and correct the job title using this corrected information?**

In this case, the Mapping Partner should follow the reconsideration process and be sure to include an updated organizational chart, along with a new job description. An accurate job description and organizational chart are critical for a fair and accurate job mapping process.

**5. If a job title is changed as a result of reconsideration, what is the effective date of the revised job title?**

Any PPSM job titles that change as a result of reconsideration will be retroactive to the original effective date for that employee.

**6. What information is required for reconsideration?**

A customized job description, organizational chart, and completed reconsideration request form are required to reconsider a job mapping decision. Contact HR Compensation at [careertracks@ucdavis.edu](mailto:careertracks@ucdavis.edu) for additional instructions.

**7. We'd like to have HR Compensation review some mapping decisions now rather than waiting for reconsideration. Can we do that?**

One of the stated goals of the project is that all employees will be treated in the same fair and consistent manner. For that reason, all employees are to receive communications regarding their new job title at the same time, all new titles will be effective in the payroll system at the same time, and all requests for reconsideration will occur during the same window of time. This will assure consistency and fairness in the reconsideration process.

**8. A new employee's Career Tracks job description is just now being submitted for the first time for mapping. If necessary, is that employee eligible for reconsideration?**

Reconsideration is a one-time process to complete the transition to the new Career Tracks job structure. Any requests for reconsideration must be received by the reconsideration deadline. After that date, the only requests that will be considered will be for the ongoing process of reclassification.