



Reorganization/Reclassification Posting Guidelines

The standard practice is to post an open position. However, there are circumstances in which management may decide that a reclassification or appointment of a person into the role is more appropriate. The information below is a list of guidelines to help Unit management, HR Professionals, and GTHR to determine the best action in a particular situation.

Post When:

- Multiple current staff at Georgia Tech are qualified for the open role.
- There is a potential employee relations or equity issue.
- Position is identified as one that is underrepresented in one or more protected classes. In this case, the position may need to be posted externally as well as internally.
- To extend a Tech Temp's assignment past 6 months.
- To change from temporary or affiliate to a regular position.
- The position is currently filled with an employee in an Acting or Interim assignment.

Don't Post When:

- The department submits a reclassification request which describes what the employee is doing and compensation classifies their duties into a different title and/or grade. The reclassification request typically includes expanded duties that the employee has been doing for 6 months or more.
- An employee whose job is being eliminated is qualified for the open position in the department, and will be placed into the role by management. Note: all job eliminations will be reviewed with the unit HR Professional and OHR Re-organization committee.
- Senior management makes a strategic decision based on critical needs of the department and the specialized skill set of the individual. OHR may request more information from the department regarding the individual's work experience and qualifications.
- EVP level approval of a special appointment or administrative placement per policy:

Compensation Policy 4.1: Administrative Placement

Occasionally, there may be a mismatch between the value of a job to the organization, as determined by the job evaluation system, and the skills of an incumbent or applicant. In those cases, the Institute reserves the right to administratively place a job at a job grade reflecting the value of the skills of the person. This is a very rare situation and is only done for strategic purposes of the Institute. All jobs considered for/on Administrative Placement are to be approved by the AVP-HR and either the:

- Provost,
- EVP of Research, or
- EVP of Administration and Finance
As appropriate.

Human Resources

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