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| **Reallocation Information** | | | |
| **Position number** |  | **Employee name** |  |
| **Current classification** |  | **Requested classification** |  |
| **Hiring Authority** |  | **Position Supervisor** |  |
| **HR Specialist** |  | **HR Specialist phone number** |  |
| **Reminders:**   * A reallocation is the promotion of an employee within his/her own position | | | |

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| **Preparation & Approvals** |
| Determine business need for the higher level duties and ensure employee’s performance supports it |
| Obtain approval from your Region/Division to reallocate your employee, including discussion of available funding. |
| PDQ updated, approved, and **signed** (employee signature is optional)  **Date submitted to HR:** |
| HR conducts salary analysis within 3 business days of final PDQ approval by HR  Must be done **BEFORE** PCR is submitted |
| Obtain appropriate salary approval, as applicable (see [comp plan](http://intranet/employees/Mypay/documents/fy17-comp-plan) and [salary guidelines](http://intranet.dot.state.co.us/business/center-for-human-resources-management/hr-manager-toolkit/salary-guidelines/salary-guidelines))  **Date approval obtained:** |
| Supervisor contacts employee to verbally discuss approved salary  **Does Candidate accept?**  Yes  No  **If no, contact HR Specialist to determine options** |
| Submit Request to Fill/Reclassify Position PCR  Check the box “Change the position's classification and fill it with the current employee (encumbered reallocation)”  **PCR #: Date approved by division:**  Must be submitted **AFTER** PDQ and salary are finalized |
| **Announcement** |
| Announcement posted by HR with employee’s name on it for approx. 3 days (employee and Supervisor are notified via email)  **Announcement close date:** |
| Employee submits online application by close date |
| Application is reviewed by HR for minimum qualifications. In the rare case there is more than one qualified applicant, the HR Specialist will discuss next steps with Supervisor. |
| **Salary Offer** |
| Supervisor drafts appropriate conditional job offer letter (see [matrix](http://intranet.dot.state.co.us/business/center-for-human-resources-management/hr-manager-toolkit/employment-screening/conditional-job-offer-templates) for templates) |
| Submit Conditional Job Offer letter with Hiring Authority signature to HR  **Date submitted to HR:** |
| HR emails Conditional Job Offer letter to employee within 1 business day  **Date Job Offer letter sent**:  **Does Candidate accept (by deadline specified in letter)?**  Yes  No  **If no, contact HR Specialist to determine options**  **Note: Actual effective date is based on when the offer letter is returned by the employee and the start of the employee’s work week (typically a Saturday). The offer letter must be returned to HR by noon on Wednesday to make it effective the following Saturday.** |
| **Finalizing Reallocation** |
| Employee and Supervisor receive automated SAP email notice of change in classification for employee and effective date |
| Employee receives automated SAP email notice of change in pay (if applicable) |
| Final signed PDQ with all 3 signatures (2 levels of supervision and employee)  Supervisor keeps a copy  Employee keeps a copy  Provide copy to HR Specialist (Only if PDQ provided at beginning of process **did not** include employee signature) |

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| **Comments/Notes:** |