

 <p>ONEIDA ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	TITLE: Title Reassignment	ORIGINATION DATE: 4/6/22 REVISION DATE: 03/10/2023 EFFECTIVE DATE: After last signature
AUTHOR/DEPARTMENT: Human Resources	APPROVED BY: <i>Recruitment & Employment Director</i>	DATE
EEO REFERENCE NUMBER: 4333	REVIEWED BY: <i>EEO Director</i>	DATE:
PAGE NO: 1 of 2 NON-DIVISIONAL	APPROVED BY: <i>Executive Human Resource Director</i>	DATE:

1.0 PURPOSE

To set a standardized process for the use of Title Reassignments.

2.0 DEFINITIONS

- 2.1 Area Manager (AM): Requesting Supervisor’s Supervisor.
- 2.2 Employee Position Questionnaire (EPQ): A form utilized for developing new positions or making changes to existing positions.
- 2.3 Human Resource Department (HRD)
- 2.3 Human Resource Representative (HRR): An employee of Human Resources or those designated by the Executive Human Resource Director to perform Human Resource functions.
- 2.4 Title Reassignments: position title changes to better define the scope of work of the positions. (e.g., Custodian to Senior Custodian).

3.0 WORK STANDARDS / PROCEDURES

Work Standards

- 3.1 Title Reassignments should be made:
 - 3.1.1. when combining two (2) positions into one (1) position.
 - 3.1.2. change in title due to industry/market or internal standards.
 - 3.1.3 changing position defined within a departmental career ladder.
 - 3.1.4 to better define the scope of work of the position.
- 3.2 To complete a Title Reassignment the Supervisor should first review the current position description to determine if in fact a Title Reassignment is justified.
 - 3.2.1 HRR will ensure Title Reassignment complies with applicable policies and SOP’s (i.e., Enrolled Oneida SOP).
- 3.3 Position title changes may be made based upon the following:
 - 3.3.1 Industry standards.
 - 3.3.2 Organizational needs.
 - 3.3.3 Title no longer accurately describes the positions’ responsibility.
 - 3.3.3.1 HRD may research other organizations for titles which define the

similar scope of work of the position and recommend these titles to the HRR ensuring these new titles also adhere to the existing Tribal structure.

- 3.3.4 Other explanations defined and approved by HRD.
- 3.4 Title Reassignments require approval by the Area Manager and Executive Human Resources Director or designee.
- 3.5 Wage negotiations.
 - 3.5.1 Position funding must be budgeted and/or approved in current fiscal year. (Refer to Labor Allocation SOP for funding).
 - 3.5.2 If the grade does not change, the employee will not be eligible for a wage adjustment.
 - 3.5.3 If the grade does change, the employee may be eligible for a wage adjustment.
 - 3.5.3.1 Minimum qualifications must be met to receive a wage adjustment.
 - 3.5.3.2 May utilize the Table of Equivalency.
 - 3.5.3.3 Justification of wage adjustments should be submitted with request.
 - 3.5.3.4 Wage over midpoint requires direct report to OBC level of approval.
 - 3.5.3.5 Cannot exceed maximum of the grade.

Procedures

- 3.6 Supervisor may complete an EPQ form or edited locked position description document identifying the requested title reassignment and forward documentation to an HRR to clearly show the changes.
- 3.8 HRR reviews EPQ form and/or other documentation and continues with next steps:
 - 3.8.1. HRR will create a draft position description based on the requested changes.
 - 3.8.2. A grade review will be performed (if applicable).
 - 3.8.3 Draft position description will be sent to supervisor for review and Approval.
- 3.9 Supervisor will review draft position description to determine if any additional changes are needed.
 - 3.9.1 If approved continue to 3.10
 - 3.9.2 If additional changes are needed, the supervisor will contact HRR to complete changes and finalize position description.
- 3.10 Supervisor will provide written notification approving position description to HRR.
- 3.11 HRR will send Supervisor forms to be completed:
 - 3.11.1 Final position description with employee signature.
 - 3.11.2 Application and/or resume - to determine if the individual meets minimum qualifications.
 - 3.11.2.1 If minimum qualifications are not met, a Table of Equivalency should be completed.
 - 3.11.2 Title Reassignment Form

- 3.11.3 Conflict of Interest Form
- 3.11.4 Acknowledgement Form
- 3.12 Supervisor will send completed forms to HRR.
- 3.13 HRR will review Title Reassignment Form and applicable paperwork. If paperwork and forms are complete and accurate, the HRR will complete the following:
 - 3.13.1 Verify Driver's clearance, if applicable
 - 3.13.3 Perform all required testing, if applicable
 - 3.13.4 Verify educational requirements
 - 3.13.5 Verify licensing and certification
- 3.14 Once completed, all forms will be sent for HRD approvals.
- 3.15 HRD will review the Title Reassignment Request and make decision:
 - 3.15.1. Approved request will continue to 3.16
 - 3.15.2 Denied request will be sent back to supervisor with justification
- 3.16 Once approved, HRR will process Title Reassignment effective Sunday after all processes are completed.
- 3.17 Position and department start date will remain the same.

REFERENCES

- 4.1 Title Reassignment form
- 4.2 Employee Position Questionnaire (EPQ)