

## **Request for Reclassification Justification Template**

(Please note - in order to justify a reclass it is important that you make every effort to sell that the duties of the individual have significantly changed from the role that he/she was hired to do. When writing you should speak to his/her level of independent decision making, responsibilities, accomplishments, etc. Below are examples of the level of detail needed to support your request.)

I am writing to request that Willie Mayes's position be evaluated for reclassification. With the onboarding of 3 new faculty and the loss of 2 employees this past year Willie has stepped up to the plate as a team player and taken on new responsibilities. Currently he is a \_\_\_\_\_ and we are recommending that he be considered for reclassification to a \_\_\_\_\_. Willie has been performing in this capacity since January 2014 and performs these new duties very proficiently. Attached is his updated resume to support your consideration. Below I have listed his responsibilities, accomplishments, and characteristics to support this change.

### **ADDITIONAL RESPONSIBILITIES:**

- Since beginning in this role Willie has taken on the additional responsibility of management of our department website which includes monthly updates to the content including ensuring that key information is available to current and perspective faculty and staff. He independently solicits content, makes decision about what, where, and how we communicate information on the website. Since taking over the website he has given additional attention to making sure information posted for all departments is accurate and follows VUMC protocol. While proofing he has corrected several grammatical errors and also corrected broken links to other websites or documents. His role in maintaining the website is very key for the success of our department.

### **PROCESS IMPROVEMENT:**

- Willie has also made significant improvements to some of our office processes, one of which has enabled our department to go paperless. Instead of copying all personnel documents that are kept for record purposes and filed away they are now scanned. Not only is this new process more efficient, it also reduces our monthly expenses and saves staff time by no longer having to file. This new process has reduced staff effort by 10%, reduced our monthly office supplies expense by \$450 and enabled us to eliminate 4 file cabinets which then allowed us to utilize the space for a new faculty member.
- Another database, Synergy, has been brought into common use since Willie's hire. His input was valuable for this process in our department, as he had extensive experience working in Synergy prior to joining our dept. He is now inputting schedules for the VA service that our faculty are involved with. He also is working to combine the VUMC and VA faculty/staff call schedules so that VUMC operators now have a complete resource in

one location for internal and external inquiries. His work on this has facilitated patient care.

ACCOMPLISHMENTS:

- Willie was instrumental in creating a travel pre-authorization form in RedCap to replace the “green” paper travel pre-authorization form. A process was needed for travelers to submit requests to their chairmen for approval to attend meetings, conferences, etc. Willie felt that RedCap would be a good tool to use for travel but he was not familiar with the system. He attended weekly training sessions to learn how the system worked but basically taught himself by using Google. The travel authorization system he created in RedCap works very efficiently and has been adopted by other areas for their employees to use for submitting travel requests.

We feel Willie is very deserving of a reclassification/promotion and appreciate your consideration of this request.

Thank you.