Organizational Change Action Definitions

An Organizational Change Action is processed when there is a change to a position (IT0001 Organizational Assignment) that results in any of the following changes:

· moving from one job code to another,
· moving from one benchmark range to another (PS Group),
· moving from one organizational unit to another,
· changing the employee subgroup,
· changing a working title. (May be assigned to a generic job code)

Note: An Organizational Change Action may include a salary rate change.

DEFINITIONS:

Advancement (reason codes 21-28) - An employee is re-assigned to a job classification that is a higher (greater than 5% midpoint difference) benchmark range, within the same zone and regardless of job family.

Demotion (reason codes 31-34) - A decrease in job content value due to performance that results in an employee being re-assigned to a job classification to a lesser (more than 5% below current midpoint) benchmark range, regardless of resulting zone assignment or job family.

Extension of Appointment (reason code 10)

NU Values Administration (reason code 11) - **For HR use only**

FLSA Exemption Change (reason code 12) - Use only as directed by HR.

Lateral (reason codes 41-48) - An employee is re-assigned to a job classification with a comparable (within 5% midpoint difference) benchmark range, regardless of resulting zone assignment or job family.

Organizational Unit - Represents any type of organizational entity designated to perform a specified set of functions within the University (Business units/departments/divisions).

Other Status Change (reason code 09) - use only if no other reason code applies.

Position Add/Change (reason code 07) - An employee has an additional position added to/removed from their appointment.

Promotion (reason codes 51-58) - An employee is re-assigned to a job classification in a different zone within any job family, and midpoint differences are greater than 5%.

Reclassification (reason code 08) - **Use only as directed by HR.**

Transfer - An employee moves to a different organizational unit.

Voluntary Reduction (reason codes 61-68) - An employee accepts or requests a re-assignment to a job classification to a lesser (more than 5% below current midpoint) benchmark range, regardless of resulting zone assignment or job family. This action is not related to performance.

Within Unit – An employee remains in same organizational unit.