



Minnesota State Colleges & Universities

FINAL CLASSIFICATION NOTICE

EFFECTIVE DATE:

TO:

FROM:

PHONE:

We have completed our review of your request for a classification determination as outlined below. Please contact your assigned MnSCU account representative if you have questions.

Incumbent:	" Classified
Present Classification:	" Unclassified
Proper Classification:	" MN § _____
Option Code/Title:	" MN § 43A.08 Subd. 1 (9)
Position Number:	" MN § 43A.08 Subd. 2a

Classified Action Determined to be *(see reverse for appointment information):*

" Reallocation

a. " May be eligible for back pay. Date properly documented request received _____

b. " Not eligible for back pay because:

" Reallocation resulted from study " Transfer " Demotion

" Change in allocation

" Initial allocation to classified service

" Other _____

Bargaining Unit:

" Initial bargaining unit designation _____

" No change

" Change: from _____ to _____

" Notice of temporary bargaining unit assignment dated _____

" Order from the Bureau of Mediation Services dated _____

u The date of appointment to this position must be on or after the date of the temporary bargaining unit assignment or BMS order.

An appointing authority or an incumbent of a position affected by a classification determination may appeal in writ to the MnSCU Classified Staffing Unit stating the reasons for the appeal and a rationale for any alternative classification proposed. To warrant reconsideration, an appeal must include new material and exhibits relevant to the classification of the position. If new information causes a change in a classified determination, the date of receipt of that information will be used in determining back pay eligibility under collective bargaining agreements and plan

Appointment

A. Reallocation (*The SEMA4 action/reasons are the same for both the position and employee as indicated below.*)

- " Appoint via class transfer (*POS/REX*)
- " Appoint via voluntary demotion (*POS/RED*)
- " Promote via M.S. 43A.15, Subd. 5 (non-competitive promotion) (*POS/REP*)
- " Appoint via new unclassified appointment (*POS/RCP*)
- " Other _____

B. Change in Allocation or Initial Allocation of Previously Unclassified Position (*The SEMA4 action/reasons for positions will be POS/CAL or POS/UNC. See below for employee action/reasons.*)

- " Submit Request to Employ to DOER and follow all list hire procedures.
 - " Seniority Unit Layoff list exists. If names on this list are cleared, appoint as indicated below.
 - " Appoint from list via promotion (*PRO action*)
 - " Approved Class _____ " Related-Class Title: _____
 - " Competitive Open (*PRO/COM*) " Competitive Promotional (*PRO/ACP*)
 - Incumbent Score _____
 - " Incumbent's exam in process; no score available
 - " Incumbent not on list. Submit request to announce exam to DOER.
 - " Appoint via class transfer (*XFR action*)
 - " Appoint via voluntary demotion (*DEM action*)
 - " Passed exam (*XFR/CLA or DEM/VOL*) Date: _____
(advisory or from list) Explain: _____
 - " Passed comparable exam (*XFR/CLA or DEM/VOL*)
 - " Demotion to lower class, same series (*DEM/VOL*)
 - " Routine Service (*XFR/RSA or DEM/RSA*)
 - " Other/Explain: _____
- " Appoint via M.S. 43A.15, Subd. 7 (Unclassified conversion) (*POS/UNC*)
 - " Incumbent has served at least one year in the unclassified position performing similar duties.
 - " Incumbent has passed a qualifying examination: _____
- " Other _____

NOTE: Where the incumbent of any reclassified position is ineligible to continue in the position and is not transferred, promoted or demoted, the layoff provisions of applicable collective bargaining agreements, the Commissioner's Plan or the Managerial Plan shall apply.

MnSCU or DOER Staffing Authorized Signature

Date

If you require an alternate format (i.e., large print, etc.), call (651) 297-3791 or (651) 297-3797/Voice or TDD (651) 282-2660.