

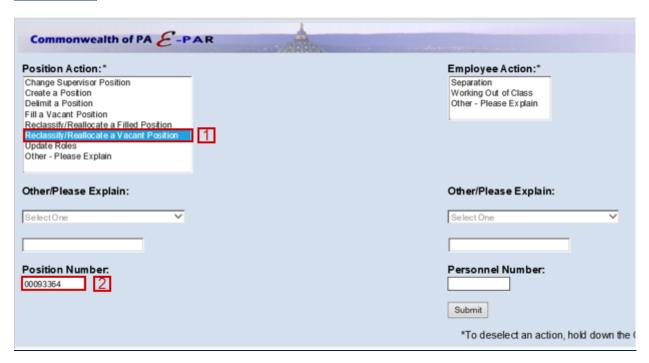
RECLASS A VACANT POSITION EPAR SUBMISSION GUIDE

Overview/Tips

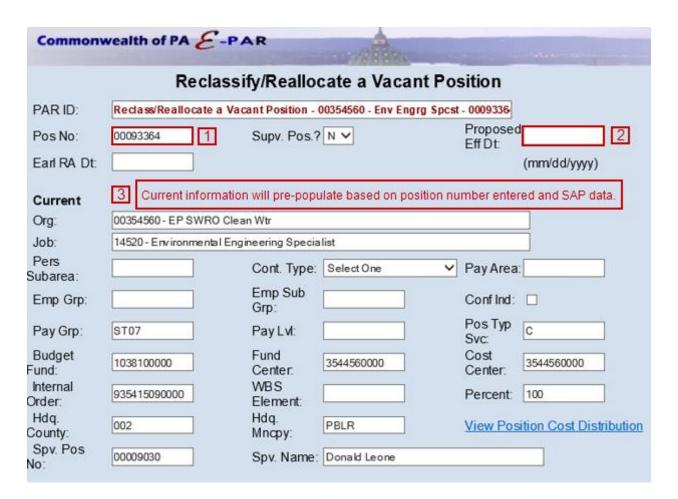
This E-PAR is used to reclassify a vacant position currently on your complement. This action cannot be combined with any other action; however, a subsequent E-PAR to fill the vacancy may be submitted upon approval.

This form is **only** used for vacant positions. Please make sure the position is vacant on the date of reclassification before submitting the PAR.

EPAR Form

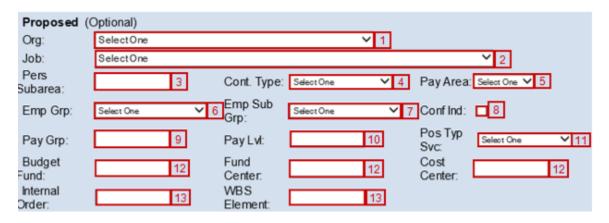


- Choose Reclassify/Reallocate a Vacant Position under Position Action
- Position Number: Enter 8-digit position number to be reclassified then click submit.



- Proposed position number should match the number entered on the previous screen.
- Effective date of the reclassification.
- Current position information

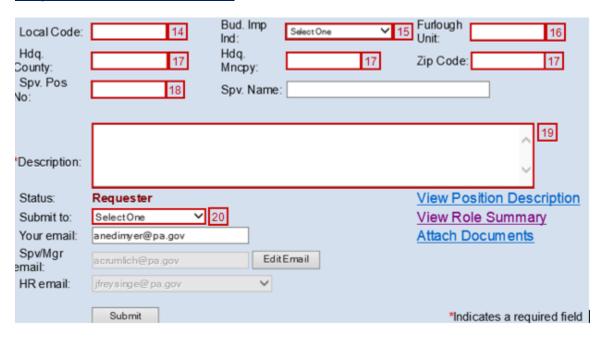
Proposed Position



Complete all fields, even if there are no changes, unless noted in comments below.

- Mew organization the position should report to
- New job code of the position
- \square Personnel Subarea of the new job code according to PO03D, Detail Job Attributes.
 - Defines the position's bargaining unit.
 - Defines the position's Fair Labor Standards Act (FLSA) coding for OT purposes.
- Contract type (Civil Service, Non-Civil Service, Unclassified, etc.) of the new job code according to PO03D, Detail Job Attributes.
 - Choose the appropriate status (emergency, probationary, regular, etc.)
 - Some job codes can be either Civil Service (CS) or Non-Civil Service (NCS) -Confirm the correct status type with your HR Office
- Appropriate pay area for your agency
- The duration of the position (permanent, non-permanent, annuitant, etc.)
- Position's work status (full-time, part-time, etc.), and the standard biweekly work hours (75 hours per pay, 80 hours per pay, etc.)
- Select this box if the position should be classified as Confidential.
 - Bargaining unit covered positions classified as Confidential do not earn seniority or pay union dues/fair share
 - Management employees do not earn seniority, and therefore should not be classified as Confidential
- Pre-populates based on the job classification selected
- Should remain blank for vacant positions
- Civil Service, Non-Civil Service, Unclassified, etc. according to job specifications
- Budget Fund, Fund Center and Cost Center will be reviewed and/or updated by Agency budget office.
- Complete if federal funds are involved with position. Otherwise, should remain blank.

Proposed Position, continued



- Designates where the employee's union dues or fair share fees are paid. Bargaining unit covered positions should always have a Local Code which is usually based on Bargaining Unit and County of position's work location. Management covered positions do not receive a Local Code, and field should be left blank.
- Select the appropriate indicator for criticality of position in event of budget impasse.
- Bargaining unit covered position should always have a Furlough Unit; for Civil Service management positions this is used to designate the appropriate furlough unit in the event of an agency furlough
- Work location County, Municipality, and Zip Code
- Supervisor position number to which the reclassified position will report
 - Supervisor name will populate based on position entered
- Enter comments or special instructions as needed.
 - Indicate if position's EPR performance cycle code needs to be changed due to the change in organization.
 - Indicate the position's physical work address if different from the new organization's work address.
- Choose appropriate option based on your agency's chain of approval and select Submit.

References

Personnel Rules (MD 505.7 Amended)
Management Directive 520.5 (Centralized Job Control System)
Management Directive 520.6 (Position Classification)