

Strictly Classified



An Informational Bulletin Published by the Personnel Commission

Voluntary Change to a Related Class

Definition:

A voluntary **Change to a Related Class** is the assignment of an employee to a related class in which they have not served and where the salary of the requested class does not exceed the salary of the employee's current class by more than three percent at the maximum base salary rate.

Eligibility Criteria:

A regular employee shall be eligible to request a voluntary change to a related class. If an employee has not attained permanent status in their job classification, approval of a request by the applicable division head or college president is required.

An employee shall not be eligible for this type of request if they were unsuccessful in an examination given within the last six months for the requested class.

Renewing a Request:

Change to a related class requests are valid for a two-year period from the date of the acknowledgement notice. It is the responsibility of the employee to submit a new request at the expiration of the two-year period or when the employee changes their position within the two-year period.

How it Works:

Requests are maintained electronically by the Personnel Commission Office. The names of employees with approved requests shall be certified to the appointing authority along with names on the applicable eligibility and/or other employment lists as vacancies occur. The appointing authority does not have an obligation to prefer a transfer or change in office location request to other means of filling a vacancy.

For more information, click on the link below:

[Personnel Commission Rule 716, CHANGE TO A RELATED CLASS](#)