**Steps to Establish or Reclassify an A&P or USPS Position**

**Establish:**

1. To establish a new position, complete the Request for Classification Action Form and appropriate Position Description (PD). Departments should consult with the Budget Office or Sponsored Programs (depending on the source) first to ensure funding is secured.
2. Route documents through the appropriate approval channels. Position Descriptions may be forwarded directly to the Office of Human Resources (HR).

**Reclassify:**

1. To reclassify a filled position complete the Request for Classification Action Form and appropriate Position Description (PD). The employee must meet the new minimum qualifications of the class specification which can be found on the HR website, click on the Classification and Compensation tab, and then select Class Spec Manager. If PD is more than three (3) years old, it is recommended the supervisor review and update.
2. Route documents through the appropriate approval channels. Position Descriptions may be forwarded directly to HR.
3. Once HR is in receipt of all approved documents, the department will be contacted concerning next steps.

Forms can be accessed on our HR webpage by clicking the below link:

<http://www.famu.edu/index.cfm?hr&Forms>