

Requesting a UCAP Reassessment in ALVSCE

This request can be initiated by either the employee or the direct supervisor. In either case, they both must agree on the final position description.

The following outlines the process to request a reassessment from University of Arizona Human Resources Compensation Team (UA HR Compensation). UA HR Compensation will make all final determinations. Possible outcomes to a reassessment request are: a) no change in mapping, b) re-leveling up, or c) re-leveling down.

The goal of this process is to provide a fair, equitable, transparent and inclusive review if you have concerns with how you've been mapped. The process includes multiple steps. To assist you with the process, contacts at various levels of the division are available to you. Please seek them out. While there can be no guarantees about the outcome of the reassessment, you are not alone in the process.

Contacts

- Your supervisor
- Your unit-level business officer
- [Robert Lanza](#), Chair, ALVSCE Staff Advisory Council
- [Brian Berrellez](#), Chair, ALVSCE Appointed Professionals Advisory Council
- [KC Armenta](#), CALS and CVM UCAP Coordinator
- [Carolyn Greeno](#), Cooperative Extension UCAP Coordinator
- [Eric Kay](#), UA Human Resources Consultant

STEP 1: Position Description

Create a [position description](#) that includes up to five of the primary duties that you perform and the percentage of time you spend doing each of those duties. UA HR Compensation has provided the reference "[Writing a Position Description](#)" to assist you.

STEP 2: Supervisor and Employee Review

The position description needs to be mutually agreed up on by both supervisor and employee. Your supervisor will review the description in relation to what she or he expects from you and discuss and reconcile any differences. Supervisors **do not** need to approve of the mapping level requested in your packet, only that the position description is an accurate representation of your position.

Review the career architecture in JDXpert to identify the function, family, and level that best aligns with your position description. If you have a peer in ALVSCE with equivalent job duties and responsibilities, you may include their name and level in your reassessment request. If you need assistance with identifying an appropriate job in the career architecture, please work with the contacts mentioned earlier.

STEP 3: Prepare Reassessment Request for Submission

After you and your supervisor have reviewed, the final packet of information will be submitted by your Business Office through the UAccess/UCAP systems and must include the following items.

1. Completed position description
2. Completed reassessment form (to be provided by HR on October 29, 2019)

STEP 4: Submitting the Reassessment Request

For Classified Staff, if you are currently Classified Staff (not on Initial probation period) do **not** opt-in to becoming a University Staff until this review is completed by UA HR. By opting-in you are agreeing with the mapping and making yourself ineligible for reassessment. Classified Staff who would like to request a reassessment must Opt-out and choose the reassessment option in the UAccess Employee Self-Service. Instructions will be included in the employee results letters that will be issued on October 29, 2019.

For Appointed Professionals, you *do not* have the option to opt-out but still have the opportunity to request a reassessment. Please utilize the Reassessment Form (link will be provided in the employee results letters on October 29th) and have your supervisor review the form and position description for completion. They will make their comments and/or recommendation which will be forwarded to your unit's business office.

Your Business Office will submit this request through UAccess Employee which will route to ALVSCE for final submission to the UA HR Compensation Team by **November 6, 2019**.

STEP 5: Approval & Results

Lastly, your reassessment request will be reviewed by the UA HR Compensation team. You will be notified by UA HR Compensation of your final mapping determination as a result of the reassessment request.

Visual Reassessment Process

