

INFORMATION TECHNOLOGY BROADBANDING PILOT PROJECT

Rebanding/Reallocation Questions and Answers

Q1. What is “Rebanding”

A1. “Rebanding” is an employer initiated action resulting in the movement of a position from one band to another band on the basis of the nature, and increased/decreased scope and complexity of assigned duties and responsibilities

Q2. Does a rebanding action require paperwork to be submitted?

A2. An updated position description that includes the newly assigned duties that is the basis for the rebanding action must be submitted to the appointing authority for rebanding action.

Q3. Is “Temporary Rebanding” the same as “Temporary Assignment?”

A3. “Temporary Rebanding is like the current “Temporary Reallocation”, that is, when a position is temporarily assigned duties and responsibilities that reflect the concept of a higher band level. A position description must be established to reflect the temporary duties and responsibilities and concept of the higher band. A temporary assignment is when an employee temporarily assumes higher level duties and responsibilities of a position in a higher pay range, e.g., an employee who is in Band A is temporarily assigned to a position in Band B. A temporary assignment does not require the position description to be redescribed.

Q4. Is Temporary Assignment the same as Temporary In-Band Adjustment for the assumption of higher level duties and responsibilities?

A4. Temporary Assignment is when an incumbent temporarily assumes higher level duties and responsibilities of a position in a higher pay range than the incumbent. Temporary In-Band Adjustment is when an incumbent’s duties and responsibilities remains characteristic of the same pay range but reflect an expanded scope and increase in complexity of work, and/or the application of knowledge, skills and abilities, acquired through professional/skill development that enhances job mastery on a temporary basis.