

**Standard Operating Procedure**

**Procedure Title**: *Organizational Change Process*

**Procedure #**:

**Revision #:**

**Unit Responsible:**  *Human Resources Department*

**Individual Responsible**: *Human Resources Classification & Position Control Manager*

**Effective Date**: 9*/1/2023*

**Initial Approval Date**: 8/28/2023

**Last Review/Update Date**:

**Next Review Date**:

**\*Does this procedure support a Board Policy?** *No*

**If yes, identify**:

Board policies can be found at: [LCC Board of Trustees Policy Page](https://lcc.edu/about/board-of-trustees/policies.html)

**\*Does this procedure support HLC criteria?** *No*

**If yes, identify**:

HLC Criteria can be found at: [HLC Accreditation Criteria](https://www.hlcommission.org/Policies/criteria-and-core-components.html)

**\*Does this procedure support a State or Federal Regulation?** *No*

**If yes, identify**:

**\*Note: Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.**

# LCC Logo

# **Standard Operating Procedure *Organizational Change Process*:**

## 1. Purpose

To define the steps for implementing an organizational restructure.

## 2. Scope

This procedure applies to all divisions who are seeking to make organizational changes to their divisional or department structure.

## 3. Prerequisites

N/A

## 4. Responsibilities

**Administrators** are responsible for creating the conceptual plan detailing an overview of proposed organizational changes.

**Human Resources** is responsible for coordinating the process and assisting with implementation with all relevant stakeholders.

## 5. Procedure

1. Conceptual plan- Directly impacted Executive Leadership Team (ELT) member(s) review: Administrator prepares and submits a conceptual plan to provide an overview of the desired organizational changes. This plan should include:
   1. Any factors inspiring the need to change;
   2. Projected changes in service levels based on the change;
   3. Projected impact on other areas of the department/division/college, including if restructure will be cross-divisional (whenever possible, restructuring across divisions should be implemented at the beginning of the fiscal year);
   4. Projected financial impact of the change.
   5. Projected timeline for implementation of change
2. After ELT(s) approval- Detailed plan to HR: Administrator completes and submits the details for the planned changes including:
   1. Conceptual plan;
   2. [Old and new organizational charts](https://www.lcc.edu/about/org-charts/);
   3. Identification of employees impacted by the change;
   4. Job description updates;
   5. Budget analysis;
   6. Projected timeline for implementation of change
3. HR Review and Approval- HR will review the planned changes to include:
   1. Updates to classifications of current jobs;
   2. Classifications for new positions;
   3. Identification of impact of changes on current staff;
   4. Identification of collective bargaining agreement obligations or College policy related to the changes;
   5. Implementation timeline;
   6. Work with requesting administrator to modify and update documents as needed for approval.
4. To Vacancy Management Review Team (VMRT) for final approval: VMRT will review the finalized plan with details (including recommended new positions) and issue approval or other recommendations.
5. Administrator will work with HR for implementation to include:
   1. Finalized job descriptions;
   2. Updates to Banner – NBAJOBS, NBAPOSN, PEAEMPL, and/or PPAIDEN;
   3. Updates to Finance regarding organizational codes, names, FOAPAL, etc.;
   4. Updates to HR data entry for supervisory changes of impacted staff;
   5. Updates to campus directory for change in campus mailing address and office location;
   6. Work with Labor Relations to notify impacted employees in positions that are ending;
   7. Finalize LCC Organizational Charts
6. Administrator will work with Marketing and Public Relations to:
   1. Make announcement to College community, as appropriate;
   2. Update LCC webpages with implemented changes

## 6. Reference

## 7. Definitions