

A.4 REORGANIZATIONS

✎ The Department of Budget and Management (DBM) will only permit agencies to reflect a reorganization in BARS for reorganizations approved by DBM and the Office of Personnel Services and Benefits (OPSB) that is effective July 1 of the current year (July 1, 2018 for the FY 2020 budget request). This policy will avoid mid-year reorganizations that make reconciliation difficult for position and budget data as the Central Payroll and FMIS source data reflect both the old and new organizational structure.

An agency reorganization is defined as a change in the organizational structure of an existing unit, section, program or division within an agency or department or State principal service operation that creates new supervisory, managerial, or executive positions or results in the realignment of existing supervisory, managerial, or executive positions. These reorganizations typically create new reporting relationships for supervisors, managers, or executives and prompt a request to upgrade existing positions or create new and higher-level classifications.

Agency reorganizations that impact the salary level of a position or positions will require approval of the Office of Budget Analysis (OBA) within the Department of Budget and Management (DBM). **Agencies must obtain OBA approval prior to the Office of Personnel Services and Benefits (OPSB) review of the appropriateness of the requested salary level(s).**

During FY 2019, agencies should submit reorganizations no later than March 1, 2019 so that the proposal can be reviewed. If the proposed reorganization is approved, the new account code structure can be implemented within Workday and FMIS effective for July 1, 2019. The proposal should be forwarded to the OBA budget analyst for review of funding and organizational design. The proposal should include at a minimum:

1. The existing organization chart for the unit, division, program, or section affected.
2. The proposed new organization chart for the unit, division, program or section affected.
3. A justification for the proposal to include:
 - a. How the proposed change of organization or reporting relationships will benefit the agency; and
 - b. How the proposed change of organization or reporting relationships will promote efficient operations for the agency.
4. Estimates of the additional costs (or savings) of the proposed change of organization or reporting relationships for both:
 - a. the balance of the current fiscal year, and
 - b. the next fiscal year.
5. Designation of where the funds for any additional costs will come from by fiscal year.

Once approved by OBA, the agency may submit any reclassification requests associated with the reorganization to the Classification and Salary Division (CAS) within DBM's OPSB. Reclassification requests associated with reorganization that are submitted to CAS without the required OBA approval will be returned to the agency.

Reorganizations Approved Effective July 1, 2018

DBM will assist the agency to coordinate the implementation of the reorganization in BARS as part of the FY 2020 budget process. The reorganizational realignment is to be reflected for all three fiscal years (FY 2018 Actual, FY 2019 Working Appropriation and FY 2020 Request) in both the salary and budget data. The data for the three years will be adjusted through the following process for each fiscal year:

FY 2020: agency will reflect the reorganization as part of the position reconciliation process submitted in June by 1) moving the positions by PIN; 2) realigning appropriation; and 3) updates revenue source as appropriate

FY 2019: agency will create a BARS budget amendment adjustment that 1) moves the positions by PIN; 2) realigns appropriation; and 3) updates revenue source as appropriate.

FY 2018: agency will create a BARS adjustment that 1) moves the positions by class code; 2) realigns appropriation; and 3) updates revenue source as appropriate.