



Facilities and Operations **POLICY**

Applies to:	Marshall University Facilities and Operations
Title:	Reclassification for General Maintenance I Positions
Number:	MU-FO-01.10
Effective Date:	03/27/2026
Last Revision Date:	N/A

PURPOSE: To establish a clear process for employees in General Maintenance 1 (GMI) positions to request an evaluation for potential reclassification to General Maintenance 2 (GMII).

SCOPE: This procedure applies to GMI employees within Facilities and Operations (F&O).

REFERENCES:

- Attachment A: GM II Evaluation Checklist.

DISCUSSION: This procedure applies to positions which perform general maintenance including electrical, plumbing, HVAC, carpentry, and landscaping duties. This procedure does not apply to “trades” positions (such as Electricians, Plumbers, HVAC, etc.) which have Level I and Level II position eligibility determined by whether the candidate does or does not have a valid WV trades license.

PROCEDURE / POLICY:

A. Evaluation Request

- Employee Submits a written/email request for evaluation to their Manager.
- Manager informs applicable Assistant/Associate Director (AD).

B. Eligibility

- Employee must have completed a minimum of six months of continuous service as a GM1.
- Employee must have satisfactory performance reviews.
- Employee may only request one evaluation every 12 months.

C. Evaluation by Manager

- The Manager performs the evaluation using Attachment A.
- Employees who have obtained one of the following licenses and meet eligibility requirements are eligible for GM II reclassification.
 - WV Journeyman’s Electrician License
 - WV Journeyman’s Plumbing License
 - WV HVAC Technician License
- The Manager completes the checklist and provides a recommendation based on the scoring thresholds:
 - 68 points (80% of total) or more: Eligible for GM II Reclassification
 - 67 points or less: Not Eligible for GM II Reclassification



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D. Review by AD

- The Manager submits the completed checklist and recommendation to the AD of Facilities and Operations.
- The AD reviews the evaluation and approves/denies the request for reclassification.

E. Final Review

- The AD forwards the checklist and decision to the Director of Facilities and Operations for final review and approval of decision.

F. Notification

- Declined:
 - Manager notifies employee in writing within 10 business days of final decision.
 - Manager communicates areas where the employee requires improvement.
 - **Note:** A copy of the evaluation checklist is not provided to the employee.
- Approved:
 - F&O notifies Human Resources via email of plans to reclassify employee to a GM II.
 - F&O processes Personnel Action Request (PAR).
 - A copy of the evaluation checklist is placed in the employee's personnel file.
 - **Note:** A copy of the evaluation checklist is not provided to the employee.
 - Manager notifies employee in writing within 10 business days of final decision.

REVISION HISTORY:

- 03/27/26 – Initial Revision



ATTACHMENT A



GM II Evaluation Checklist

Candidate Information:

Candidate Name: _____

Date of Evaluation: _____

Position Number: _____

Manager Performing Evaluation: _____

Does the candidate meet eligibility criteria listed in the procedure: Yes No (not eligible for evaluation).

- If No, document reasons below, then proceed to signature section of this form):

Does the candidate have one of the following licenses? If Yes, complete the following:

Journeyman’s Electrician, License Number: _____

Journeyman’s Plumbing, License Number: _____

HVAC Technician, License Number: _____

NOTE: Sections 1 through 5 below are not applicable if the candidate has obtained one of the above licenses. If a license has been obtained, complete the above and skip to “Recommendation” section of this form.

Does the candidate currently hold any additional certifications, licenses in a trade and/or noteworthy schooling/training? Yes No

If yes, list below:

Section 1 – Core Technical Skills

Criteria	Description	Rating (1–5)
Multi-Trade Knowledge	Experience across multiple trades (HVAC, electrical, plumbing, carpentry).	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Primary Trade Proficiency (List in comments)	Depth of skill in at least one mechanical trade area.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Preventive Maintenance Skills	Ability to perform scheduled maintenance independently.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Troubleshooting Ability	Diagnoses complex system issues without supervision.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5



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System Knowledge Understanding of building systems (HVAC controls, electrical panels, plumbing layouts). 1 2 3 4 5

Subtotal (Section 1): _____ / 25

Comments:

Section 2 – Work Independence and Decision-Making

Criteria	Description	Rating (1–5)
Supervision Level Required	Ability to work independently without daily oversight.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Emergency Response	Capable of handling high-pressure maintenance calls.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Judgment and Prioritization	Demonstrates good decision-making skills.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Leadership / Mentorship	Provides technical guidance/insights to co-workers.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

Subtotal (Section 2): _____ / 20

Comments:

Section 3 – Reliability and Work Quality

Criteria	Description	Rating (1–5)
Work Quality / Accuracy	Completes work correctly with minimal rework.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Dependability / Initiative	Takes initiative, works with little direction, dependable.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Communication / Reporting	Provides supervisor with clear updates and documentation on work performed.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

Subtotal (Section 3): _____ / 15

Comments:

Section 4 – Teamwork and Collaboration

Criteria	Description	Rating (1–5)
Team Cooperation	Works effectively with peers, supervisors, and other shops to complete work assignments.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5



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Criteria	Description	Rating (1-5)
Communication and Coordination	Clearly communicates work status, issues, and needs within the team; coordinates well during shared tasks or handoffs.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Professional Conduct	Demonstrates respect, accountability, and professionalism in daily interactions.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

Subtotal (Section 4): _____ / 15

Comments:

Section 5 – Overall Competency

Criteria	Description	Rating (1-5)
Overall Technical Confidence	Demonstrates readiness to handle responsibilities independently.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Judgment in Emergencies	Able to assess critical situations and act appropriately without supervision.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

Subtotal (Section 5): _____ / 10

Comments:

Total Score Summary

Section	Possible Points	Candidate Score
Section 1 – Technical Skills	25	
Section 2 – Independence & Decision-Making	20	
Section 3 – Reliability & Work Quality	15	
Section 4 – Teamwork & Collaboration	15	
Section 5 – Overall Competency	10	
Total Possible	85	



Scoring Guide

Total Score	Classification Recommendation
68 – 85 points	GM2
Less Than 68 points	GM1

Recommendation: Candidate Is / Is Not eligible for GM II reclassification (check one)

Manager: _____ **Date:** _____ Approve / Reject (check one)

Director Review:

Assistant/Associate Director: _____ **Date:** _____ Approve / Reject (check one)

Director: _____ **Date:** _____ Approve / Reject (check one)