

Know when to Request a Reclassification

With the new compensation system, reclassification of positions is now the exception and should occur infrequently.

- An employee's supervisor must initiate requests for reclassification.

Questions to consider:

- Have the duties and/or responsibilities changed?
- Has there been a significant change in complexity or responsibility of the position?
- Is a working title more appropriate?
- Are changes to the position related to an acting or interim appointment?

Reclassification results

A request for reclassification does not guarantee any particular outcome and may result in a:

- pay grade increase
- pay grade decrease, or
- no change at all.

	Maintain Title & Pay	Increase Pay Within the Range	Reclassify
Employee becomes a supervisor of students	☒		
Employee increases the volume of activities or transactions (ex. an advisor takes on additional students)	☒		
Employee was supervising two, now they are supervising three employees	☒		
Financial need of the employee	☒		
Length of service	☒		
Employee receives an 'Exceeds Expectations' on their performance review	☒	☒	
I would like to give my employee an increase		☒	
Employee earns higher education degree (dependent on position requirements)		☒	
Employee earns job-relevant certification		☒	
Retention (with evidence of a competitive offer)		☒	
Employee becomes a supervisor of staff	☒	☒	☒
Employee's duties have changed a percentage of time	☒	☒	☒
Permanent and significant change in duties—not a special project or short-term assignment			☒
The addition, deletion or change affects a duty that constitutes a significant portion of the job (at least 35%)			☒
The duty which is added, deleted or changed is substantially different in complexity and responsibility			☒