

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 2, now they are supervising 3			
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			
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			