POSITION RECLASSIFICATION C025

11/01/2006

PURPOSE

To provide wage and salary guidelines for the reclassification of positions.

DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>Reclassification</td>
<td>The process by which an established position is changed to accommodate significant increases or decreases in defined job duties and responsibilities.</td>
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<tr>
<td>Base Pay</td>
<td>The rate of pay assigned to positions of a particular classification, excluding all differential payments.</td>
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<tr>
<td>Desk Audit</td>
<td>A personal interview with an employee and or other relevant individuals to determine the scope and degree of responsibility involved in the performance of the employee's job duties for the purpose of assigning a classification for the position.</td>
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POLICY

Reclassification of an existing position may be initiated by the supervisor at any time. All requests for reclassification must be approved by the department head and/or principal investigator, dean or director, divisional vice president, Human Resource Office and the availability of funds verified by the appropriate Budget Office(s). Reclassification is limited to situations in which the nature and scope of the current job duties and responsibilities have changed significantly and the execution of the modified duties and responsibilities would not be consistent with the existing job description. However, temporary change in duties and responsibilities such as committee appointments, special assignments or routine procedural changes do not necessarily qualify as grounds for a position reclassification.

A position may be reclassified to a position of a higher pay grade. If the position is presently occupied with a qualified employee, the employee may be eligible for an increase in pay up to ten percent of the employee's current hourly base pay rate, provided the new rate does not exceed the established maximum hourly rate and the department is able to fund the increase. Increases above ten percent require additional justification.

If the position is reclassified to a position in a lower pay grade and the position is presently occupied by an employee, the employee may be subject to a decrease in pay up to ten percent.

Generally reclassifications of positions in the same pay grade are not eligible for a compensation adjustment. Changes in compensation for these lateral reclassifications must be approved by the department’s senior administrator and the leadership at the appropriate human resources office.

If the position to be reclassified is vacant, it should be treated as a new position and the policies on transfer and promotion apply (see Transfer and Promotion Policy B105 and Transfers Policy C030).

Positions that have been evaluated and classifications assigned cannot be considered for reevaluation for a period of six months following the date the initial request was received by the appropriate Human Resources Office.
PROCEDURE

When the supervisor or department head determines that there is a need to reclassify a position, a Reclassification or New Position Request (P-I Form) is to be completed and forwarded to the appropriate Human Resources Office. The position will be evaluated based on Department of Human Resources guidelines. It may be necessary to conduct a desk audit to assist in the evaluation. The appropriate occupational title and pay grade will be assigned to the position based on the evaluation and forwarded to the appropriate Budget Office(s) for verification of funds. When all approvals have been obtained, the first page of the P-I form will be returned to the initiator. When the determination is made to fill the reclassified position, the initiator will prepare a Personnel Event Form (PEF) reflecting the approved change, attach the P-I form to the Personnel Event Form (PEF) and forward both to the appropriate Human Resource Office for processing.

The effective date of the reclassification will be the first day of the pay period following the date the Budget Office verifies funding.