

Reclassifications

Reclassifications are submitted once a year. They are submitted for approval in January to take effect April 1st. It should never be communicated to the employee that they are to receive a reclassification until after all steps are complete. Following are steps to ensure that reclassifications are processed timely and efficiently;

- 1) Supervisors need to evaluate the duties that their employees have assumed since their last reclassification/hire date to determine if a request for reclassification is warranted. These duties must be higher level responsibilities passed down from their supervisor which reflect a substantial increase (at least 20%) in additional duties. These new duties must reflect a higher level of independent judgement and skills. This assessment should be conducted during the Fall semester to allow enough time to make a formal request in January.**
- 2) Once the supervisor is satisfied that a reclassification is justified, they can contact the Senior Business Administrator (SBA) in the Dean's Office to determine an appropriate title. She will work with the Assistant Dean to determine an appropriate title and salary for the reclassification. To determine the appropriate salary, an analysis of salaries for equity purposes will be conducted and a review of where the salary falls within the TAMUS Pay Plan will be considered;**
- 3) Once a title and salary have been determined, the SBA will communicate to the supervisor the suggested salary and title who will then make the reclassification request through appropriate channels.**
- 4) Once the Dean has agreed to the reclassification request, a memo will be drafted by the supervisor, through the appropriate Associate/Assistant Dean or Department Head to Dean Alexander to the Vice President for Human Resources and Organizational Development. The memo should contain the justification for the reclassification request. This memo should be submitted for signature in January.**
- 5) Once the memo has been signed off by the Dean, the memo should be submitted to the SBA to begin the reclassification process;**
- 6) The SBA will contact the supervisor to request the employee's resume, organization chart and change in job duties. The supervisor should print off the current Position Description and make note of the duties that have changed and the percent effort for each job duty.**
- 7) The SBA will route the request through the PATH system and answer any questions from Classification and Compensation that require clarification.**
- 8) If the reclassification is approved by Classification and Compensation, the SBA will notify the supervisor so they can notify the employee that the reclassification has been approved.**