

College of Education and Human Development (CEHD) – Reclassifications Guidelines

The College of Education and Human Development will review staff reclassification requests twice annually, with effective dates of **September 1** (beginning of the fiscal year) and **March 1** (mid-year).

Before initiating any discussions with an employee regarding a potential reclassification, supervisors must first consult with their department's HR Generalist to assess the appropriateness of the request. Additionally, the appropriate Finance office must be engaged to confirm the availability of funding in writing.

To ensure timely processing, supervisors should contact the HR Generalist by May 1st for September 1st reclassifications and by January 1st for March 1st reclassifications to begin the evaluation, confirm funding in writing, and update the position description in Workday.

Rare, out-of-cycle reclassification requests may be considered under exceptional circumstances. Such requests must include substantial justification and be formally approved in writing by the Department Head, Assistant Dean for Business Services, and the Dean.

In accordance:

[System Policy 31.01, Compensation](#)

[System Policy 31.01.01, Compensation Administration](#)

[University Rule 31.01.01.M7 Employee Compensation Administration](#)