A "Re-classification" to a position includes any modifications to the Focus Statement, Responsibilities and/or Competencies assigned to a position that no longer maintains standards of the current job classification. Responsibility levels are of an increased or decreased level that fall outside of the current job classification.

Factors that determine the need for re-classification:

1. Complexity of Work
2. Organizational Representation
3. Independence of Action
4. Organizational Accountability
5. Fiscal Responsibility
6. Supervision Exercised

Factors that do NOT result in a re-classification:

1. **Longevity** – The basis for the request is due to the incumbent not receiving a salary increase because he/she has reached the maximum of the pay band or because the incumbent is a long term employee.
2. **Future Assignments** – The basis for the request is due to duties or responsibilities which may be incorporated into the position at a future time.
3. **Increased Volume** – The basis for the request is due to an increase in volume of work, but the complexity of the duties/responsibilities remains the same.
4. **Financial Need** – The basis for the request is due to a financial need of the incumbent.
5. **Retention** - The basis for the request is due to job offers or market salary data.
6. **External Comparison** – The basis for the request is due to a comparison to positions outside of the University.
7. **Performance Related Characteristics** – The basis for the request is due to performance behaviors such as initiative, efficiency, positive customer service, etc. These characteristics, as well as personality traits (loyal, dedicated, hard working, etc) are not part of the classification process and cannot be considered in the review.

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