

**UNIVERSITY PROCEDURES**  
**TEXAS A&M UNIVERSITY-CORPUS CHRISTI**

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**31.01.01.C2.03    Reclassification of Nonfaculty Positions**

*Approved November 15, 2010*

*Supplements System Regulation 31.01.01 and System Policy 31.01*

**1. GENERAL**

- 1.1     As defined in System Policy 31.01.01, Compensation Administration, reclassification occurs when the duties of a job are re-evaluated and the assignment of a new classification is given to the position. This new classification may include a lower or higher title and/or salary range. The occupant of the re-evaluated position will be concurrently judged as having been promoted, demoted, and/or re-titled.
  
- 1.2     Requests for a reclassification review should be made in conjunction with budget planning that typically happens at the beginning of the spring semester. Departmental budget requests must include requests for any funds required to reclassify a position. Reclassifications that are approved in the budget process will be effective September 1 of the new fiscal year. An employee may receive a promotion increase as a result of a reclassification request. An employee who receives a promotion increase is not precluded from also receiving a merit increase.
  
- 1.3     When a supervisor prepares to evaluate employee performance in the spring, System Regulation 33.99.03 requires a review of the position description with the incumbent. If there have been significant and permanent changes, a reclassification review may be warranted.
  
- 1.4     A department administrator may also request that a position be reviewed for a reclassification as a result of reorganization. A reclassification request for a position that is not vacant, not part of a reorganization or not done in conjunction with the budget process, requires substantial justification as to why the reclassification could not have been made during the previous budget cycle or cannot wait to be made during the next budget cycle.

**2. PROCESS**

- 2.1     The supervising manager must initiate a position description action in the on-line position description system.
  
- 2.2     The budget details tab must indicate a fund source if the reclassification results in an increase in budgeted salary. If the request is submitted in conjunction with the annual budget planning process, and the unit does not have a fund source, fund source account number should be 999999. The action must route through the next level supervisor for review and approval.

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- 2.3 Supporting documentation, an organizational chart, justification, budget information and other information relevant to the request may be electronically attached to the on-line position description action.
- 2.4 Criteria used in reviewing a reclassification request includes, but is not limited to, job content, required knowledge, skills and abilities, and relationship to other positions. Human Resources may confer with subject matter experts. Increased workload that does not require a higher level of responsibility or a higher level of knowledge, skills and abilities is not considered justification for a reclassification. This process is a review of the position and not the person holding the position.
- 2.5 If the results of the reclassification review support a reclassification, the on-line position description action will be routed to the budget office for review of any resulting funding changes. The budget office will determine if the contracts/grants office needs to review the action.
- 2.6 If the reclassification results in an increase to the budgeted salary amount, and it is not funded by a contract or grant, additional reviews and approvals may be required from the divisional vice president, the budget director, the senior associate vice president for finance and administration, the executive vice president for finance and administration and the president.

Contact for Interpretation: Human Resources

Office of Responsibility: Executive Vice President, Finance & Administration