Reclassification of Non-Faculty Positions

Revised: July 22, 2019
Next Scheduled Review: July 22, 2024
Revision History

Procedure Summary

As defined in system regulation 31.01.01, Compensation Administration, reclassification occurs when the duties of a job are reevaluated and the assignment of a new classification is given to the position. The occupant of the re-evaluated position will be concurrently judged as having been promoted, demoted, and/or reclassified. This procedure details the reclassification process specific to Texas A&M University-Corpus Christi.

Procedure

1. GENERAL

1.1. Requests for a reclassification review should be made in conjunction with the budget planning process that typically happens during 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 1st of the new fiscal year. An employee may receive a promotion increase as a result of a reclassification request unless otherwise stipulated in the merit guidelines outlined in university rule 31.01.08.C1, Merit Pay.

1.2. When a supervisor prepares to evaluate employee performance in the spring semester, system regulation 33.99.03, Performance Evaluations for Nonfaculty Employees requires a review of the position description with the incumbent. If there have been significant and permanent changes, a reclassification review may be warranted.

2. PROCESS

A Request for Position Review form should be completed by the requesting unit and sent to Human Resources with an attached detailed description of the duties and required knowledge, skills, and abilities. This form can be found in the Appendix section of this procedure.

2.1. Supporting documentation, an organizational chart, justification, budget
information, and other information relevant to the request may be attached to the Request for Position Review form.

2.2. Criteria used in reviewing a reclassification request include, but are 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.

2.3. If the results of the reclassification review support a salary increase the reclassification is not part of the annual budget process, a Fiscal Request form will be required. This form can be found in the Appendix section of this procedure. Rate of pay for the reclassified employee must comply with university procedure 31.01.01.C0.01, Employee Compensation Administration.

2.4. Human Resources will initiate the required action in the human resources system upon receipt of required approvals.

Statutes, Policies or Requirements

System Regulation 31.01.01, Compensation Administration
System Regulation 33.99.03, Performance Evaluations for Nonfaculty Employees
University Procedure 31.01.01.C0.01, Employee Compensation Administration
University Rule 31.01.08.C1, Merit Pay

This procedure supersedes:
• 31.01.01.C2.03, Reclassification of Nonfaculty Positions

Appendix

Fiscal Request
Request for Position Review

Contact Office

Contact for clarification and interpretation: Human Resources
(361) 825-5743