

CLASSIFICATION REVIEWS: FAQ

More information can also be found on our [website](#).

WHAT IS THE DIFFERENCE BETWEEN A RECLASSIFICATION & AN IN-CLASS PROGRESSION?

A Reclassification is when your classification changes. Each classification has a four-digit classification code associated with it. If that code changes, it is considered a reclassification.

Whereas an In-Class Progression is when your classification stays the same, but the skill level or range changes. In this case, the four-digit class code remains the same, but the skill level or range changes. See examples below.

Reclassification

- Movement to another classification (usually higher)
 - *Example: Administrative Support Assistant to Administrative Support Coordinator*

In-Class Progression

- Movement to a higher skill level/range within the same classification.
 - *Example: Administrative Support Assistant I to Administrative Support Assistant II*

WHAT IS THE PROCESSING TIME OF A CLASSIFICATION REVIEW?

Classification & Compensation's service levels for processing a Classification review can vary. Our current service level goal is to complete Classification Reviews within **30 business days** after a complete request is received in Human Resources.

Our current service levels can be found on our [website](#).

Please note, requests that are submitted without the appropriate documentation may result in delays to the review process.

HOW OFTEN CAN MY POSITION BE REVIEWED?

A position can be reviewed every twelve (12) months, pursuant to the applicable [Collective Bargaining Agreement](#).

IF A POSITION IS RECLASSIFIED, HOW IS THE AMOUNT OF THE SALARY INCREASE DETERMINED?

Increases are stipulated in the applicable [Collective Bargaining Agreement](#). Typically, the minimum salary increase would either be 5% or the bottom of the new salary range, whichever is greater.

HOW ARE THE EFFECTIVE DATES OF RECLASSIFICATIONS AND IN-CLASSIFICATION PROGRESSIONS DETERMINED?

The effective date for a Reclassification or In-Class Progression is typically the first day of the pay period following the date the complete request was received in the Office of Human Resources, Classification & Compensation.

For example: If a request is received by Classification & Compensation on March 18th the effective date would be April 1st which corresponds to the first day of the pay period for April.

WHEN CONDUCTING A CLASSIFICATION REVIEW, IS MY PERFORMANCE A FACTOR?

No, a classifier in Classification & Compensation does not consider the incumbent's performance when conducting a classification review. The job is being reviewed in a Classification review, not the individual incumbent. A classifier considers the Position Description, submitted documentation, interviews and/or desk audits to determine an appropriate classification/skill level.

Other factors that are NOT consider include:

- Quality of performance
- Quantity of work
- The status of the incumbent
- The incumbent's length of service
- Time spent at the maximum salary of the position

MY RESPONSIBILITIES HAVE CHANGED BECAUSE I'M RESPONSIBLE FOR COMPLETING MORE WORK, IS THIS FACTOR IN MY REVIEW?

Changes in quantity of work are not considered in a classification review.

For example: If a position is responsible for answering approximately 50 phone calls a day, and opening and distributing 100 pieces of mail a day. Then after a year, the incumbent is now responsible for answering 100 phone calls and opening and distributing 200 pieces of mail, although the quantity has increased the actual duties have not changed. The duties would have changed if after a year, the position is now required to order supplies, and track the budget in addition to answering phone calls and opening and distributing mail.

WHAT STEPS SHOULD BE TAKEN IF MY POSITION DESCRIPTION IS NOT ACCURATE?

Review your current position description and identify what types of changes have occurred. Then meet with your direct supervisor/appropriate administrator to discuss the changes.

HOW CAN I APPEAL THE INITIAL CLASSIFICATION REVIEW DECISION?

Submit an appeal to the Office of Human Resources, Classification & Compensation, within 30 calendar days of receiving your initial classification review Memo.

Please reference the applicable [Collective Bargaining Agreement](#) for additional details.