

## 31.01.01.C0.03 **Reclassification of Non-Faculty Positions**



Revised: July 30, 2019

Next Scheduled Review: July 30, 2024

[Revision History](#)

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### Procedure Summary

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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.

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### Procedure

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#### 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 1<sup>st</sup> 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

- 2.1. 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. 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. 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.

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## **Statutes, Policies or Requirements**

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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*

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## **Appendix**

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Request for Position Review

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## **Contact Office**

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