Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

Policy

1. Reclassified employees do not serve probation (See policy 14-02 for promotion policy).

2. An employee’s pay rate must be at or above the range minimum of the appropriate pay grade.

 Classified

1. When a position is reclassified to a higher classification the pay rate shall be increased to the post probation rate of the new pay range or five percent, whichever is greater. However, the new base rate of pay will not exceed the maximum of the new pay range.

2. When a position is reclassified to a classification within the same pay grade (or equivalent), there is no change in the pay rate.

3. When a position is reclassified to a lower classification, the employee’s pay will be reduced by at least five (5) percent or established at a rate within the new range that is deemed appropriate by the Compensation Department, not to exceed the maximum of the range.

4. The effective date of the new reclassification and any accompanying pay adjustment shall be the beginning of the pay period the date on which the completed Position Review, with appropriate signatures, was received by the Compensation Department, or thirty days following receipt of the Position Review by the employee’s supervisor.
**Unclassified**

1. When a position is reclassified to a higher classification, the employee’s salary will be increased by a minimum of five percent or established at a rate within the new range that is deemed appropriate by the Compensation Department.

2. When a position is reclassified to a position at the same pay grade, in most cases, there is no change in salary. However, the Compensation Department will conduct a salary review based on internal equity.

3. When a position is reclassified to a lower classification, the employee’s pay may be reduced by at least five (5) percent or established at a rate within the new range that is deemed appropriate by the Compensation Department, not to exceed the maximum of the range.

4. The effective date of any associated pay adjustments will be based on the date the final Position Review was submitted by the employee to their supervisor. The effective date of the new reclassification and any accompanying pay adjustment shall be first day of the current month if submitted prior to the 15\textsuperscript{th} of that month, if submitted after the 15\textsuperscript{th} of the month the effective date will be the first day of the following month.

**Procedure**

1. The Compensation Department will conduct a salary review for unclassified positions.

2. Compensation department will consult and discuss the salary recommendation with the supervisor or administrative unit head.

3. The immediate supervisor will notify the incumbent in writing of the final determination.

4. If a change in salary has been recommended, the Human Resource department will make appropriate changes to the employee record.