



Policy 4.51 Promotions & Reclassifications

Responsible Official: VP for Human Resources
Administering Division/Department: Compensation
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Policy Details

A promotion occurs when an employee moves from a position in one job classification to another in a higher pay grade; the original position is left vacant, to be filled or eliminated.

A reclassification involves the classification of an existing position into a new job title and/or pay grade due to a significant change in job content. This change must be based on more than an increase/decrease in work volume and pace or the addition/deletion of minor duties. A reclassification may result in the placement of a position in a higher, lower or the same pay grade.

- The increase is calculated on the employee's current base pay rate, exclusive of any premium pay (e.g., shift differential) or other compensation (e.g. range maximum payments).
- The recommended guideline for a promotional or reclassification increase is a 3 to 6 percent per grade salary adjustment.
- Salaries for employees who move from one salary structure to another will be determined by evaluating the employee's credentials related to the new job.
- In addition to number of pay grades advanced, the proposed percentage of increase may be affected by the employee's qualifications, job performance, internal equity, position in salary range, market factors and available funding. For example:
 - Employees whose salaries are over the range midpoint of their new job may be given more conservative increases to place them appropriately in the new pay range relative to other incumbents or to the job requirements.
 - An employee who has many years of experience and is a good performer may receive a greater increase amount to maintain salary equity with more recent hires with comparable qualifications.
 - The increase must bring the employee's base pay to at least the minimum of the new pay range; however, the increase cannot result in a rate of pay higher than the maximum of the new range.
 - Increases associated with promotions and reclassifications must be authorized by the appropriate Vice President, Dean, Director, or Department Head before being processed by Human Resources.
 - An employee's performance should be evaluated six months from the effective date of a reclassification, promotion or lateral transfer; however, pay increases are not granted in connection with these evaluations.
 - Employees who change positions during the year retain their same annual review date.

RECLASSIFICATION PROCEDURE

Supervisors should discuss any reclassification requests with their Human Resources Representative and should **not** discuss them with the potentially affected employee(s) until approved by Compensation

Some reclassification requests occur more routinely than others. For instance, it is common for entry level secretaries to be reclassified to senior secretaries, accountants to senior accountants, research specialists

to lead research specialists. For common requests such as these, the supervisor should submit a completed Human Resources Action Form to the departmental Human Resources Representative, who will review it and determine if it should be forwarded to Compensation for review.

To expedite more unusual reclassification requests, a supervisor should explain in writing how the position is changing and send to Compensation for review.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.51>

Revision History

No previous versions of this policy were found.