



## Policy 4.51 Promotions & Reclassifications

**Responsible Official:** VP for Human Resources

**Administering Division/Department:** Compensation

**Effective Date:** March 30, 2007

**Last Revision:** September 14, 2011

### Policy Sections:

- I. Policy Details
- II. Related Links
- III. Revision History

### 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**

In order to manage expectations and employee relations, supervisors are advised to refrain from discussing reclassifications or promotions with affected employees until final approval by Compensation. There are situations where a request for promotion or reclassification could be denied (incumbent lacking minimum qualifications, inappropriate classification, salary issues, internal equity, past practice, violation of policy, etc.). To expedite more unusual reclassification requests, a supervisor should explain in writing how the position is changing and send to Compensation for review. 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.

## **QUESTIONS ABOUT PROCESS**

Employees should direct their questions about the promotion/reclassification process to their respective divisional/departmental HR representative. If unsure, the employee can contact Human Resources at 404-727-7626 and staff will direct the employee to the appropriate HR contact.

*Note - due to peak processing times, the promotion or reclassification may not be entered into PeopleSoft on the same effective date of the transaction. The promotion or reclassification is official once Compensation has communicated with the requesting department.*

## **Related Links**

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

## **Revision History**

- Version Published on: May 07, 2007
- Version Published on: May 07, 2007 (Amended 05/07)

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