

## **Information**

Reclassification Staff Positions

## **Effective**

May 1 1992

## **Number**

PER 3 04

## **Applicability**

This policy applies to University Staff

## **Administrative Authority**

Vice President for Human Resources

## **Responsible Unit**

Human Resources

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## **History**

Revision Date(s): July 1, 2010; December 14, 2020; December 10, 2021 (minor edits); August 24, 2022 (minor edit); April 1, 2026 (minor revision)

Reviewed Date(s): March 8, 2016; December 14, 2020

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## **Categories**

## **Statement:**

A reclassification occurs when a position is changed to a different pay grade based on changes to the duties, responsibilities, minimum requirements and preferred qualifications of the job.

- A. A pay increase resulting from reclassification occurs when the job an employee occupies is moved to a different pay grade. The reclassification and any resulting pay increase will become effective with the first day of the pay period closest to the implementation date established by the university.
- B. The increase may not be above the maximum of the pay range for the new classification.

## **Reasoning:**

The intended purpose of a reclassification is to correct inequity in class, grade or pay based on the duties that an employee is already performing. Reclassifications are not a means to bypass the ability for internal qualified and interested employees to have equal opportunities to compete for promotional opportunities.