

# Additional Pay and Reclassifications Guide

*\*After initial review/discussion all reclassifications and additional pay requests must be made through the PeopleAdmin system as it is now the system of record.*

## Additional Pay

**Permanent Additional Pay-** Used when a position has taken on additional duties that do not warrant a reclassification. If the duties being performed will be permanent, a permanent additional pay request may be applicable.

**Temporary Additional Pay-** Used when a position has taken on additional duties that do not warrant a reclassification. If the duties being performed will be temporary then a temporary additional pay request may be applicable.

- Ex.) If a position in your area was recently vacated and the duties this position was performing were temporary assigned to other individuals; then a temporary additional pay request may be applicable.

Examples of when it is applicable to use additional pay:

1. *Additional responsibilities have been assigned to the position but are not significant enough to justify a reclassification. This request requires a revised position description and signature of employee in section below labeled Salary Agreement for Increased Responsibility.*
2. *Market conditions discovered by either a verified external offer to an employee or by a wage and salary market survey performed by Human Resources and Employee Development. Attach market data.*
3. *Completion of specialized education or training or experience has added productivity or capability to the completion of duties and was not considered in the initial rate or pay or the merit increase process. Include verification of completion.*
4. *Human Resources and Employee Development has determined that salary compression (where the salaries of employees are too close together) or inversion (when newly hired employees are paid more than the senior employee) has caused a pay disparity. Include salary data information.*
5. *Superior performance by the employee, including both quality and/or quantity of work performed which was not considered in the merit increase process. Attach letter of justification with explanation.*

## Reclassifications

Reclassifications are applicable if you have a position that has changed the duties it is performing to an extent that it no longer matches the level of responsibility of the current positions classification.

If you are unsure if you have the justification for reclassification, you can submit a request through PeopleAdmin. However, **an initial phone call to the Classification and Compensation Analyst** to discuss what is required as well as the next step to take is **highly recommended**. This will ensure that everything is in order to go forward with the reclassification request once it is ready to be entered into the PeopleAdmin system.

Departments may submit a request for classification review for employees whose duties and responsibilities have undergone significant changes. Employees also may request that their assigned duties and responsibilities be reviewed for the appropriate classification level, in accordance with local procedures. The following factors may indicate a need for a classification review:

- Significant and permanent changes in the assigned responsibilities
- Changes in the level of complexity
- Changes in the nature of contacts with others
- Changes in the organizational impact of the position
- Changes in the level of supervision received and/or exercised
- Changes in the knowledge, skills, and abilities required to successfully perform in the position

A reclassification of a filled position requires an explanation of the changes in the position's responsibilities as well as an explanation of what occurred (e.g. reorganization or new mandates) that precipitated the change(s) in responsibilities. A salary increase resulting from a reclassification is separate and distinct from the merit programs. Reclassifications are not to be used to circumvent the campus' merit programs.

**Reclassification Review-** A reclassification review must take place before any reclassification is approved. During this review the Classification and Compensation Analyst will investigate and make a determination of the need for the request using any, or all, of the following:

1. Preliminary review of the changes that warrant reclassification.
2. Comparison of the essential duties outlined in the updated position description against the previous position description.
3. Comparison of the updated position description with the class specifications and concepts and/or classification standards of the requested classification. In comparing the class specification, the Analyst will pay special attention to factors outlined in the position description that correlate to the class specifications. Common factors described in the class specifications include (but are not limited to) some or all of the following factors:
  1. Analytical – the analytical skill required
  2. Supervisory/Authority/Independence to Act- the authority, independence or freedom to act vested in the position
  3. Complexity- the complexity of the program or unit, the problems solved, and the difficulty and originality involved in performing the work.

4. Consequence of Error- the severity and scope of the impact of errors made in the course of work.
  5. Decision-Making- the decision-making skill required
  6. Impact- the impact an employee has on others within and outside the organization. This factor considers the importance and frequency of interactions with various individuals or groups, as well as the effect of these interactions on the department and the institution
  7. Knowledge - the depth and importance of knowledge necessary to perform the work. The application of concepts, principles, and practices from professional disciplines is considered, as is the amount of work experience normally required to perform the duties of the position. The extent to which the knowledge of organizational and University policies and procedures is required may also be taken into account.
  8. Resource Management - responsibility for human, financial, space, facilities, information, and material resources.
  9. Scope and Impact - the scope, or impact that an individual exercises at varying levels within and across the organization. Impact relates to how influential the position is within the organization based on the decisions and recommendations rendered.
4. Factors that are not considered in classifying a position include: performance of the incumbent; longevity of the incumbent; change in volume of work; personality; or financial need.
  5. Clarification of information may be required and obtained either in person, by phone, or electronic mail by contacting:
    1. HR Classification and Compensation Analyst

#### **What is needed to enter the request in PeopleAdmin?**

1. Old position description (Historic in PeopleAdmin)
2. New position description (Edit in PeopleAdmin)
3. Old and new organizational charts (upload to PeopleAdmin if applicable)
4. Justification of need (fill out in PeopleAdmin "Justification of Need" section. Additional documentation can be uploaded to support the need.)

\* Reclassification requests may be submitted year round; however from April 1 through July 1 of each year all requests will be put on hold unless otherwise determined due to budget load and end of year processing.