

University of Houston-Victoria

Job Reclassification Transmittal Form

Positions may require reclassification for the following reasons:

- the level of responsibility and decision making authority of the position has increased
- significant changes in the nature, variety, difficulty, and/or qualifications of the work (permanent change in duties—not a special project or short-term assignment)
- a departmental restructuring has occurred, shifting the duties and responsibilities of the position;
- the supervisor/employee believes the position was previously mis-classified.

Positions are not reclassified due to exceptional qualifications of the employee, financial need, volume of work, length of service, unusual diligence or overtime, or changes in the position's appointment status (50% to 100%)

Job Title _____

Department: _____

Type of request (check one)

Review

Appeal

Requestor's signature (Employee or Unit Supervisor)

Date

Comments: _____

Unit Supervisor's Recommendation

Recommended, forward to Cabinet-level supervisor

Not recommended, return to requestor (see comments below)

Comments: _____

Supervisor's signature

Date

Cabinet-level or Next-line Supervisor's Review and comments

Cabinet-level Supervisor's signature
(*Forward to Human Resources*)

Date

Comments: _____

JOB RECLASSIFICATION TRANSMITTAL FORM (Continued)

Human Resources Officer's Recommendation

(after consultation with compensation consultant)

Reclassification recommended, forward to Budget Committee (Copy of recommendation forwarded to the supervisor)

Reclassification not recommended, return to supervisor (Supervisor may request a second re-evaluation given additional information is provided or a desk audit may be requested.)

Comments: _____

Human Resources Officer's Signature

Date

Compensation Consultant's Recommendation

Paygrade _____

Title: _____

Comments (see attached statement for full report)

Budget Committee's Approval/Disapproval

Approved

Modified* (see comments)

Disapproved* (see comments)

Comments: _____

Budget Committee Signature

Date

(Forward to Human Resources for distribution to supervisor)

***If the recommendation is modified or not approved, the unit supervisor may request a meeting with the Budget Committee**
