

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

Requester's signature (Employee or Unit Supervisor)

Date

Comments:

Unit Supervisor's Recommendations and Comments

Recommend, forward to Cabinet-level supervisor

Not recommended, return to requester (see comments below)

Cabinet-level or Next-Line Supervisor's Review and comments:

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

Date

Human Resources Officer's Recommendation

(after consultation with compensation consultant)

_____ Reclassification recommended, forward to Executive Committee (Copy of recommendation forwarded to the supervisor).

_____ Reclassification not recommended, return to supervisor (Supervisor may request a second re-evaluation give 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)

Executive Committee's Approval/Disapproval

(If this recommendation is modified or not approved, the unit supervisor may request a meeting with the Executive Committee)

_____ Approved

_____ Modified

_____ Disapproved

Comments:

Executive Committee Signature

Date