



The position's incumbent completes a Job Questionnaire Analysis (JAQ)

The incumbent forwards the JAQ to their Supervisor for review and signature.

The Supervisor forwards the JAQ to the Dept Head for review and signature.

The Business office submits an ePRF with all required documents to Compensation.

The Business office gathers the required documents to accompany the JAQ.

The Dept Head forwards the JAQ to the Business Office reviewing official for final review, and then initials the JAQ.

HR reviews the request. Compensation may ask for additional documentation, and/or perform a desk audit.

HR will make a preliminary determination and discuss it with the college or division business administrator to obtain his or her input. Shortly thereafter, a final determination will be made and communicated formally in writing to the college or division.

**DETERMINATION: RECLASS**

**DETERMINATION: NO CHANGE**

When HR determines a reclassification is warranted, one of three types of reclassifications may be recommended. The types of reclassification include:

1. Reclass to a job having increased responsibilities or complexity of duties and in a higher pay grade.
2. Reclass to a job having decreased responsibilities and complexity of duties, resulting in a lower job classification and pay grade.
3. Reclass to another job assigned to the same pay grade is considered to have received a title change or lateral reclassification as a result of the reclassification.

When HR determines there is no change to the job and/or the request does not meet the prerequisites for reclassification, the ePRF is denied.  
**NO FURTHER ACTION IS TAKE**

An employee whose job is reclassified to a job having increased responsibilities or complexity of duties and in a higher pay grade, and who is eligible to remain in the job, is considered to have been promoted as a result of the reclassification. Compensation for such reclassification will be in accordance with the university's policies and procedures governing promotions.

An employee whose job is reclassified to a job having decreased responsibilities and complexity of duties, resulting in a lower job classification and pay grade, is considered to have been demoted as a result of the reclassification. Such change is not a reflection of a the individual's job performance.

An employee whose job is reclassified to another job assigned to the same pay grade is considered to have received a title change or lateral reclassification as a result of the reclassification. Normally there will be no change to the base pay rate of an employee who is laterally reclassified.

Once a formal determination on pay grade assignment is made by HR, the department may challenge the determination with appropriate documentation (including, but not limited to, descriptive job documentation) with approval from the division Vice President. For record purposes, the vice president must submit a written rationale for the exception for the official job file.

Finally, HR approves the ePRF. If the reclassification results in a promotion or demotion, HR will notify the Dept to initiate the appropriate ePAR action.