

Reclassification Effective Dates and Information

All position reclassifications, whether Classified or Administrative, go into effect four (4) times per year. Time is needed to allow for processing and studying of the position, so please adhere to the following deadline schedule:

<u>Effective Date</u>	<u>Filing Deadline</u>
July 1	June 1
October 1	September 1
January 1	November 1*
April 1	March 1

*Note: December is a shortened work month, therefore, the filing deadline for a January 1 effective date is November 1 to allow adequate time for processing and studying of the position.

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- If a filing deadline is missed, the reclassification study will be considered for the next quarterly effective date. (Example: A reclassification study request received into Human Resources on May 1st would not be effective until July 1st).
 - Reclassification effective dates will not be retroactive.
 - When a reclassification study is complete, each individual will be notified in writing of the outcome of the study.
 - A reclassification audit that has been denied may be resubmitted for review one year from the date of the audit results if new significant additional duties have been performed for a minimum of six (6) months.
 - To view the Classified and Administrative Pay Ranges, please visit our website at <http://www.mtsu.edu/hrs/compensation/index.php>
 - To view the Compensation and Classification Policies, Procedures, and Guidelines, please visit our website at <http://www.mtsu.edu/hrs/compensation/index.php>