

## **Reclassifications**

If an employee feels their job has changed considerably, they may discuss the option of reclassification with their supervisor.

When a position is reclassified to a higher salary grade, the incumbent employee will receive a 6% increase to their current salary or an increase that is equal to the minimum of the new salary range, whichever is greater. Employees whose positions are reclassified more than one pay grade will receive a 9% increase. If the employee's current salary is above the maximum of the new pay grade, no increase in salary will be awarded.

If a reclassification audit has been denied, it may be resubmitted for consideration one year from the date of the audit results if new significant duties have been performed for a minimum of six (6) months.

## **Reclassification Effective Dates**

All 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 1<sup>st</sup> would not be effective until July 1<sup>st</sup>).
  - Reclassification effective dates will not be retroactive.
  - When a reclassification study is complete, the supervisor will be notified in writing of the outcome of the study.

- Procedures for modifying a position description for reclassification [\(click here\)](#)
- To view the Classified and Administrative Pay Ranges, please visit our website at <http://www.mtsu.edu/hrs/compensation/index.php>
- [807 Classification and Compensation Plan for Classified and Administrative Positions](#)