



Employee Reclassification

Typically, a reclassification occurs when an employee is working 50% or more of his/her assigned duties in a higher classification. To justify a reclassification, the general rule is that 50% or more of the employees assigned duties should be performed in the higher level classification. However, even if an employee's assigned duties do not meet the 50% threshold, they may demonstrate to the classifier that they perform higher-level duties essential to the position and/or employ critical or specialized skills.

If reclassification is granted, the employee will receive a minimum 5% pay increase. The appropriate administrator can grant more. The change in status will be retroactive to no later than the first day of the pay period following the day that HR received the request for classification review (in this case, that would be January 26, 2016). The employee may be required to serve a new year of probation, not to exceed one year from the effective date of the reclassification (this was the process used when the A.S.I. Director of Programs and Leadership reclassification occurred on November 8, 2008).

Currently, HR is reviewing the position descriptions and will discuss and clarify any areas of concern with the Personnel Committee. They will also compare the position description to CSU Classification Standards and may interview the employee and their supervisor. Additionally, HR is analyzing and evaluating information to determine internal and external equity and will provide any document findings, conclusions, and recommendations to the committee.

Factors in Determining the Appropriate Classification:

- Nature of duties and responsibilities
- Scope and level of duties and responsibilities
- Relationship of the position to other positions in the department and university
- Supervision (both given and received)
- Exercise of independent judgment and authority to take action

Factors NOT Included in Determining the Appropriate Classification:

- Quality of performance (Performance Rating)
- Quantity of work
- The status of the incumbent
- The incumbent's length of service
- Time spent at the maximum salary of the position

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