

RECLASSIFICATION GUIDELINES

Please note that individual campuses and medical centers may require the use of particular forms. Following are general guidelines for preparation of a reclassification request. Please be sure to check your local procedures (links are provided at the bottom of this page).

An upward reclassification is a change in an employee's formal University of California job title from the employee's current title to one with a higher salary range maximum.

STEP 1: DO YOUR RESEARCH

You will need to make a case for why your job title needs to be upgraded.

1. Obtain a copy of your current job description.
2. Obtain a copy of the "series concept" for your job classification or of the classification you are requesting to be promoted to from campus Human Resources, or from online resources. Check it against the job duties that you are performing.
3. Write out your current job duties, showing each task as a percentage of your total time worked. It can be helpful to obtain the job description of someone in your desired job title. Employees tend to be generous with this information, so don't hesitate to ask.
4. Compare your current duties to those listed in your existing job description and to the job duties described in the series concept. There must be a significant difference (>20%) in the duties for a UC compensation analyst to consider approving your reclassification request. The new job duties must be at a higher level of knowledge, skills, abilities and not merely represent an increase in the quantity of work that you are performing.

STEP 2: SUBMIT YOUR REQUEST AND TRACK IT

1. Have a discussion with your supervisor about your reclassification request. The discussion should focus on the need for a reclassification based on the increased level of the job duties you perform. If your supervisor is supportive, they will forward your request to a compensation specialist at Human Resources who will review and either approve or deny the reclassification request. You must perform the higher-level job duties at least 20% of the time. Increased workload that includes the same level of your existing job duties will not qualify you for reclassification. Reclassification is about the level (**quality**) of the job duties that you perform, not the **quantity**.
2. Keep track of timeframes. Note the date the request is submitted and check in with your supervisor after about 6 weeks. If your supervisor hasn't received a response to the request within about 8 weeks, ask him/her to follow up with HR.

3. Reclassifications usually involve a pay increase of at least 5%. The maximum allowable increase is 25% (unless more is required to reach the minimum of the new classification's salary range).
4. Reclassifications are effective the first pay period after the month in which the request was submitted. (If you submitted the request on January 31, the approved reclassification would be effective February 1.) This affects any back pay to which you may be entitled.
5. If your supervisor is not supportive you may forward your request to campus Human Resources without his/her approval.

MORE INFORMATION specific to each UC campus can be found on this [list of links](#).