

Subject/Title Reclassification Reviews Narrow During Classification Study

Dear University Community

Effective immediately, reclassification requests will be considered when the University is at imminent risk of losing a staff person whose special skills or experience are uniquely vital to a program or completion of high priority projects.

For the last 12 months, exceptions have been granted in three circumstances:

- Retention of critical staff who may have received a salary offer from another employer
- Difficulty in filling a position
- Department restructuring

Typically, reclassification requests are frozen during a classification study because the University does not want to run two parallel processes based on different systems and different criteria. An additional risk of granting a reclassification based on the old/existing system is that the larger classification study may readjust that decision – possibly damaging morale.

Although the classification study is not a “reclassification” study, in essence all non-faculty positions will be reviewed using the new criteria and classification system Sibson Consulting is helping us develop. This does not mean everyone’s pay will go up as a result but it will give the University a solid basis to make some adjustments in the first year and put a multi-year plan in place to improve our compensation-related position. Nobody’s pay will decrease as a result of these studies.

The classification study should be completed by June 30, 2013. One of the benefits of this study is the opportunity to update and improve related processes and procedures with an eye to speeding up future reclassification evaluations, simplifying (as much as is possible with position classifications) and producing informative written materials to best explain the process, procedures and the new system.

HR has updated the classification web page with information about the study and the updated Reclassification/Promotion Exception Process. Please visit [http:_____](http://____) often to view updates and see our frequently asked questions page.

Reclassification requests currently under review by HR will continue. You are welcome to call HR at 885-3638 with questions.

University of Idaho
Reclassification/Promotion Exception Process

Effective October 1, 2012

The University of Idaho has launched the review of the classification and compensation practices with respect to all non-faculty exempt and classified staff positions. As such, reclassification, promotion and equity adjustment requests are on hold until the Class/Comp Task Force by June 30, 2013.

The University recognizes that there may be a need, in rare circumstances, for an exception to this hold. The following describes the process by which the exception will be considered. Exceptions are granted on a one-time basis and will be reviewed on a case-by-case basis.

Scope of Potential Exception:

Exceptions will be considered when the University is at imminent risk of losing a staff person whose special skills or experience are uniquely vital to a program or completion of high priority projects.

Process:

The supervisor initiates the request by submitting a detailed description to the Department Chair/Head or Unit Administrator. HR is available for an initial guidance about the types of exception requests that may be successful. Within the justification, there must be a detailed and unembellished description of how the loss of this individual would impact the program, project or department. If the individual has received a job offer, include enough information to verify it.

Note, this exception may or may not involve a reclassification or promotion. If the **proposal** is approved by the President or his designee, the reclassification or promotion process must then be followed. See Administrative Procedures Manual 50.51 and the Faculty Staff handbook 3360 and 3370 for more information.

Approval Routing:

1. Supervisor
2. Department Chair/Head or Unit Administrator
3. Dean/Next Level Administrator
4. Human Rights, Access or Inclusion
5. Provost & Vice President
6. President/President's Designee (Keith Ickes)

Call HR at 885-3638 for questions about the exception process.