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## Policy Information

**Effective Date:**

September 1, 1988

**Last Revised Date:**

June, 2002

**Policy Number:**

CSM 306.0

**Responsible Unit:**

Human Resources

**Email:**

[hadmin@email.arizona.edu](mailto:hadmin@email.arizona.edu) [1]

## Definitions

### Definitions

**Demotion** is a change in the classification of a Classified Staff employee to another classification in a lower pay grade.

**Promotion** is a change in the classification of a Classified Staff employee to another classification in a higher pay grade through application of a competitive selection process or a qualified application of the [Noncompetitive Selection](#) [2] policy.

**Reclassification** is a change in the classification of a position resulting from a job audit by Human Resources where it is found that the duties and responsibilities of the position will be changed permanently, materially, and significantly. An employee must meet the minimum qualifications of the new classification in order to be reclassified.

**Regrade** is a change in the pay grade of a classification to align more closely the classification's pay rate with the University's compensation philosophy.

**Transfer** is the movement of an employee from one department or university to another department or university within the same classification or grade. An employee who transfers is eligible for

consideration for regular salary adjustments.

## Policy

The salary of an employee who is hired or advanced to a higher pay grade through promotion, reclassification, or classification regrade shall be established within the range of the assigned pay grade at one of the following.

1. The minimum of the assigned pay grade for the classification.
2. A salary that is 10 percent greater than the employee's current salary.
3. A salary of up to 10 percent above the minimum OR the range midpoint of the assigned pay grade for the job classification may be approved subject to the availability of funds by the responsible Dean, Director, or Department Head for individuals whose experience, education, and skills specifically relate to the classification and exceed the minimum qualifications and skills required for the position.
4. The Vice President & Chief Human Resources Officer may approve a salary in exception to the above if the responsible Dean, Director, or Department head submits a written request that specifies the reason(s) for an exception and has identified the required funds.

## General

An employee who is reduced to a lower pay grade by reclassification or regrade may retain the previous rate of pay or be paid a salary within the relevant pay grade range as approved by the Vice President & Chief Human Resources Officer.

The responsible administrator shall identify funding prior to submitting the request for position reclassification to Human Resources. Reclassifications/regrades and any resultant pay changes shall not be made effective retroactively. Reclassifications may become effective at the beginning of the next pay period after the date the reclassification is approved by Human Resources.

## Related Information\*

[Noncompetitive Selection Policy \[3\]](#)

## Revision History\*

12/01/2023: Updated responsible unit email address.

03/01/2023: Replaced *Division of Human Resources* with *Human Resources*.

02/12/2020: Non-substantive title updates.

06/2002: Revised.

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### Source

**URL:**<https://policy.arizona.edu/employment-human-resources/pay-rates%E2%80%94hire-promotion-reclassification-regrade>

### Links

[1] <mailto:hradmin@email.arizona.edu> [2]

<https://policy.arizona.edu/human-resources/noncompetitive-selection> [3]

<http://policy.arizona.edu/human-resources/noncompetitive-selection>