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Policy Information

Effective Date:

September 1, 1988

Last Revised Date:

June, 2002

Policy Number:

CSM 306.0

Responsible Unit:

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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*

Non-substantive title updates February 12, 2020

Revised June 2002

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

Links

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

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

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