The Board of Trustees recognizes that employee position duties and responsibilities may evolve/change over time based on various factors such as college operational needs, strategic goals, growth, and organizational alignment. To recognize those significant position changes, the college provides opportunity for a job upgrade/reclassification. This policy sets forth the provisions regarding position upgrade/reclassification adjustments for administrator, professional, and other non-union employees.

Job upgrade/reclassification is the formal change in any position’s range or grade due to a substantive change in job content, including responsibilities and decision-making. Reclassification may be downward or upward with a possible corresponding change in compensation grade, classification, and title.

Requests for upgrade/reclassification adjustments or in-range/grade salary adjustments shall be in accordance with the procedures identified in college procedure number 2.04.12.00.