



BOARD POLICIES

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| DIVISION II. College Employees | POLICY NUMBER 2.04.12 |
| CATEGORY 2.04.12 Request For Upgrade/Reclassification for Administrator, Professional and Non-Union Employees | DATE Adopted: 09/2016 Revised: 11/2020 |

2.04.12 REQUEST FOR UPGRADE/RECLASSIFICATION FOR ADMINISTRATOR, PROFESSIONAL AND NON-UNION EMPLOYEES

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 Institutional Procedure 2.04.12.00.