

# Quick Reference Guide: Reclassification Compensation

## Guide for Unit Leaders and HR Partners

Reclassifications target a role's scope and responsibilities and are employee agnostic, meaning a reclassification is needed regardless of the employee in the role. Most reclassifications impact vacant positions, however, a unit may identify a reclassification is appropriate for a filled role. This guide is designed to be a resource for unit leaders and HR partners to use when determining reclassification-related compensation.

### Questions

1. Does the proposed role exist in the JCCS or are we proposing to create a new role?
2. Is the proposed reclassified position vacant?
3. If reclassifying an occupied role, have we formulated a salary recommendation to bring to GTHR Compensation?

### Common Situations

**The new role does not exist in JCCS** – If the proposed role does not exist in JCCS, the unit must create the role before reclassifying the position number. Engage Compensation by submitting a [Job Description \(New/Update\)](#) request via the Compensation Intake process. Once the new role is created, the reclassification can be submitted in OneUSG.

**The current position is vacant** – Most reclassifications impact a vacant position. First, the unit leader and HR partner(s) identify critical job duties needed to deliver their strategic goals. Using the duties identified, they determine the appropriate JCCS role. Once identified, the HR partner confirms position funding and submits the appropriate transaction in OneUSG to create the position or modify the position attributes, if needed. Then, the HR partner submits the OneUSG reclassification transaction.

**The current position is filled** – If the role is filled, the unit engages the appropriate collaborative partners (i.e. next level HR Leader, GTHR Employee Relations) before determining the proposed salary. Then, the unit leader and HR partner formulate a salary recommendation based on data analysis. The new salary **must** be within the range of the new position's classification level. This analysis must be completed **prior** to submitting a OneUSG transaction or engaging GTHR Compensation for additional review.

Engage GTHR Compensation via the [General HR Compensation Request](#) **IF**

- (1) Lateral Pay-Grade Reclassification
- (2) Salary Recommendation is over MRP
- (3) Salary Recommendation requires an HRAP-ASI

This request should always include:

- Brief context of the reclassification,
- Salary Recommendation from the unit, and
- Data analysis is used to determine recommendations.

GTHR Compensation will review the recommended range and provide additional feedback for consideration if needed.

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## HR Partner Guide

### Salary Considerations

Leaders consider various criteria when determining a reclassification-related salary recommendation. These criteria include, but are not limited to:

- internal equity,
- external market equity,
- position in range (relationship to range minimum and midpoint and/or quartiles),
- complexity and scope of new duties,
- strength of justification for classification,
- time since last increase.

The employee's new salary must be within the range of the new position's classification level.

### Additional Reminders

Before submitting a reclassification transaction for a filled role, the HR partner should confirm/determine:

- *Is the employee in good standing?*  
Consult with your next-level HR leader with additional questions.
- *Does the employee meet the minimum qualifications of the position?*  
Review the employee's resume to confirm they meet the minimum qualifications for the proposed role. If a resume is unavailable, the reclassification cannot be completed until the resume is reviewed. Consult ASC Talent Services with additional questions.
- *Is a background check required?*  
A background check may be required if the position is a position of trust or if the position requires additional screenings that were not previously conducted. To learn more, visit [ASC Service-Now](#) and search "Background Screening Overview" for up-to-date information and guidance.
- *Do we need to submit an HRAP-ASI request?*  
Cumulative fiscal year adjustments greater than or equal to ten percent above the USG's annual salary and wage guidance may require additional review and/or approval. Visit [ASC Service-Now](#) and search "ASI Requirements" for up-to-date information and guidance.

**Questions?** People Leaders – contact your primary HR contact. HR partners – contact your next-level HR Leader.