

EMORY UNIVERSITY DIVISION OF ANIMAL RESOURCES

Standard Operating Procedures

Subject: Policy on Promotions and Reclassifications
SOP#: 3000-5

This policy is the Emory University Promotion and Reclassification Policy adapted to include the policies within the Division of Animal Resources (DAR).

- I. A promotion occurs when an employee moves from a position in one job classification to another in a higher pay grade; the original position is left vacant, to be filled or eliminated. In the DAR, this normally occurs when a supervisory level position is vacant or when a completely new job is created. In most cases, promotion involves going through the open recruitment process and applying for the job through Human Resources. In very rare instances, the job may be filled by going through the Office of Equal Opportunity and filling the position using Administrative Decision.
- II. A reclassification involves the classification of an existing position into a new job title and/or pay grade due to a significant change in job content. This change must be based on more than an increase/decrease in work volume and pace or the addition/deletion of minor duties. A reclassification may result in the placement of a position in a higher, lower or the same pay grade.
 - A. In the DAR, movement from an Animal Care Technician Trainee to Animal Care Technician I to Animal Care Technician II, etc is normally made through reclassification. (This would also apply to the Veterinary Technicians I, II, III, etc). An employee performing in a job grows into the new job and is reclassified. This decision is made by the immediate supervisor and unit head.
 - B. The increase is calculated on the employee's current base pay rate or other compensation (e.g. range maximum payments).
 - C. Generally, the recommended guideline for a promotional or reclassification increase is that the salary adjustment should be equal to one-half the percentage difference of the salary range minimums i.e.,
 1. 4% per pay grade for moves within the general salary structure (grades 16 and higher)
 2. 5% per grade for moves within the information technology salary structure.
 - D. Salaries for employees who move from one salary structure to another will be determined using Human Resources(established salary quote methodology.

- E. In addition to number of pay grades advanced, the proposed percentage of increase may be affected by the employee(s) qualifications, job performance, internal equity, position in salary range, market factors and available funding. For example:
1. Employees whose salaries are over the range midpoint of their new job may be given more conservative increases to place them appropriately in the new pay range relative to other incumbents or to the job requirements.
 2. An employee who has many years of experience and is a good performer may receive a greater increase amount to maintain salary equity with more recent hires with comparable qualifications.
 3. The increase must bring the employee's base pay to at least the minimum of the new pay range; however, the increase cannot result in a rate of pay higher than the maximum of the new range.
 4. Increases associated with promotions and reclassifications must be authorized by the appropriate Vice President, Dean, Director, or Department Head before being processed by Human Resources.
 5. An employee's performance should be evaluated six months from the effective date of a reclassification, promotion or lateral transfer; however, pay increases are not granted in connection with these evaluations.

III. RECLASSIFICATION PROCEDURE

- A. Supervisors should discuss any reclassification requests with their Unit Head and should not discuss them with the potentially affected employee(s) until approved.
- B. Reclassifications must be authorized by the Director of the DAR, the Fiscal Operations Manager (DAR), the DAR unit head, and dependent upon the type of reclassification, the Executive Associate Dean for the School of Medicine before being processed by Human Resources.
- C. Some reclassification requests occur more routinely than others. For instance, it is common for entry level animal care technicians to more senior animal care technician positions, Veterinary Technician I(s) to Veterinary Technician II(s), entry level secretaries to be reclassified to senior secretaries, etc. For common requests such as these, the Division will process the reclassification and forward it to Compensation for review.
- D. To expedite more unusual reclassification requests, a supervisor and unit head should explain in writing how the position is changing. This can be done by submitting a completed Reclassification Request Form (available through the Compensation website) or a memo with the same information to the departmental Human Resources Representative. This form will be processed through the Dean(s)

office and Compensation.

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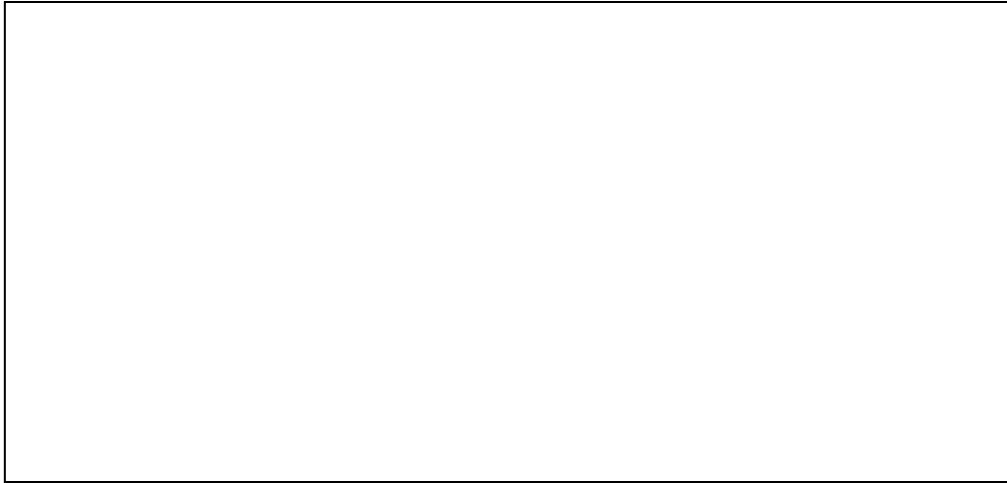
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KEYWORDS

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