**LANDER UNIVERSITY**

**SUPERVISOR’S WORKSHEET**

**RECLASSIFICATION INCREASE**

 A salary increase may be granted to an employee upon reclassification of the position to a higher pay band.

Employee Name

***Eligibility Requirements***

1. Updated position description must be presented to the University OHR\* for review. Position description will be reviewed by the classification/compensation unit and returned to supervisor to

 obtain appropriate signatures.

2. All position descriptions must have:

 a. Percentages of time for each function, totaling 100%. (Normally in multiples of 5% increments)

 b. Essential or marginal noted for each function.

 c. Job duties should be listed with highest percentage first.

 d. Last item should be, “Performs related duties as required.” This can be a marginal function with a very low percentage. (Normally 5-10%)

3. Increase may be 0-15%.More than 15% requires additional written justification.

4. Increase must not place employee’s salary above the maximum of the pay band.

5. Increase is subject to internal availability of funds from the University operating budget as determined by the Vice President for Finance and Administration on the Personnel Action Request form.

6. Increase must be reviewed by the University OHR\* and approved through appropriate administrative channels on the Personnel Action Request.

***Appropriate Rationale [Considerations include, but are not limited to, the following]***

[ ]  Employee’s qualifications, experience, training.

[ ]  Internal equity among occupants of same and similar positions.

[ ]  Substantial increase in duties and responsibilities and changes in scope and functions of position.

***Documentation*** - Briefly justify why this employee is considered for a reclassification.

SUPERVISOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE FORWARD WORKSHEET WITH PERSONNEL ACTION REQUEST FORM.**

\* Office of Human Resources

19