

UF/IFAS Classification and Compensation Guidelines

Empowering Change: A Comprehensive Guide to TEAMS Reclassification and Pay Change

Reclassifying a position involves not only a change in job title and responsibilities but may involve considerations regarding pay adjustments. This guide integrates the University of Florida's regulations and procedures for promotion, reassignment, demotion pay, and position reclassification to ensure a smooth and equitable process.

1. Understand Pay Adjustment Guidelines:

- University of Florida regulations specify that an employee's pay should fall within the salary range assigned to their position's pay grade.
- The [UF TEAMS Titles website](#) can be used to determine the appropriate salary range for each classification title.
- Salary ranges can be found on the [UF Salary Structure and Pay Grade](#) website.
- Pay adjustments may occur during promotions, reassignments, or demotions, each with specific criteria and implications for salary.

2. Types of Pay Adjustments:

- Promotion: Moving to a position in a higher pay grade.
- Transfer or Reassignment: Moving to another position with the same pay grade.
- Demotion (or, possible when there is a change in Job Family): Moving to a position in a lower pay grade.

3. Reclassifications:

- Reclassification may be necessary when the duties of a position significantly change over time.
- IFAS Career Development & Retention Process
 - To encourage long-term retention and continuous, incremental career growth within our departments, reclassifications may occur moving up one level at a time.
 - Example: Biological Scientist I to Biological Scientist II (instead of Biological Scientist I to Biological Scientist III).
 - This model will allow employees to train and grow at each level, progressing incrementally for additional long-term growth opportunities.

- When considering a reclassification to a higher title, address the following:
 - Does the employee meet the minimum qualifications for the new classification?
 - Minimum qualifications **must** be met for reclassification.
 - Have they performed the higher-level functions for approximately six months before reclassification?
 - If not, a [Special Pay Increase](#) may be requested during this transitional period.
 - Reasons for a Special Pay Increase – Additional Duties, Internal/External Market Equity, Counteroffer, Sustained Superior Performance (Recurring or Nonrecurring).
 - IFAS Special Pay Increases must be requested through the [Special Pay Increase Request](#) form.
 - Can your team's budget support a salary increase?
 - If not, consider a Reclassification without pay change by reviewing appropriate Transfer or Reassignment titles - based on current duties.
 - IFAS Finance Administration is requiring documented support for one year before approving the increase (exception: temporary SPI requests).
 - Have you reviewed and updated the employee's position description to identify if a reclassification is needed?
 - Updated position descriptions may be submitted to IFAS HR for assistance with classification review.
 - Would a salary increase for an individual inadvertently cause salary compression within the unit?
 - Collaborate with [IFAS HR](#) to determine appropriate next steps.

4. Initiate Reclassification Process:

- The reclassification request is initiated by the supervisor/unit leader/HRL and includes a revised position description reflecting the new duties. Request should be sent to [IFAS HR](#) for review.
- **Department HRLs must collaborate with position supervisor/faculty member** to draft an updated position description prior to initiating a reclassification request. Details on how to write a position description can be found on the [UFHR Position Description page](#).

The draft position description needs to answer the following:

- ✓ What work does the position involve?
- ✓ How is the work done?
- ✓ What are the primary duties?
- ✓ How often are these duties performed?
- ✓ What percentage of time is spent on each duty? (e.g., 4 hours of a 40-hour week = 10%)
- ✓ What materials, equipment, or machines are used?
- ✓ Is the position collaborative or independent?

- ✓ What level of supervision is involved?
- ✓ Does the position supervise others?
- ✓ What are the minimum qualifications for the job?

Notes:

*Quantify details whenever possible. Indicate dollar volume for financial responsibility, number of accounts, ledgers, grants, number of faculty in department, number of persons supervised, etc.

*An essential function is a fundamental duty or responsibility that is critical to the job. An essential function cannot or should not be delegated to others, but a marginal function, while desirable to include in the job, can be assigned to another position without significant issues.

*A marginal function may be important to the overall work unit, but it is not essential for a specific job. It must still be completed, but it can be handled by another employee or position.

- Fill in the [Position Description Form](#) using the drafted position description information. A break down of the different factors to include can be found on the [UFHR Position Description Form](#) page.

- Submit the following within the request:

- Completed draft of Position Description Form.
- Time period in which the employee has been performing the additional duties.
- How the meets the minimum requirements – note if additional years of experience are being used for certain educational requirements.
- Bonus: copy of updated organizational chart.

5. Salary Adjustment (*If Applicable*):

- If a pay change is requested, the salary increase can be anywhere within the pay range for the new classification, subject to department funding and UFHR policies.

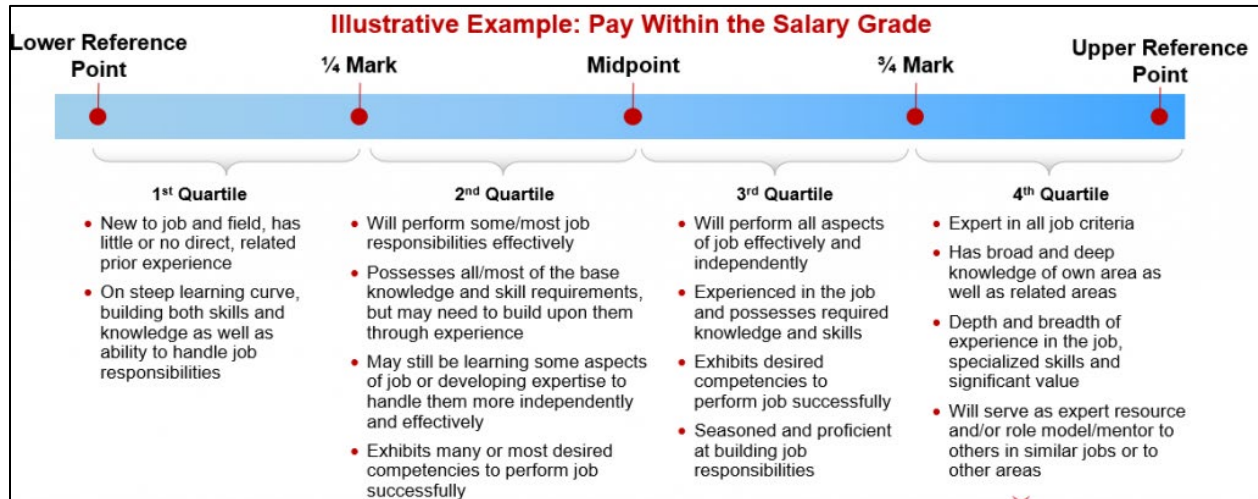
- For a better understanding of current employee salaries for a specific classification within IFAS or across UF, you can request a salary comparison from the [IFAS HR](#).

- Make sure to be mindful of all salaries across your unit when considering a pay increase for a team member.

- Factors to consider when determining individual compensation:

- Years of Experience
- Location
- Performance
- Department Budgets
- Job-Related Professional Accomplishments
- Job Duties and Responsibilities
- Education
- Market Factors in Relevant Labor Markets
- Job-Related Professional Certifications

Where to consider pay within the salary grade:



- All TEAMS salary adjustments must be reviewed by IFAS Finance – IFAS Classification and Compensation Specialist will need to submit a Reclassification with Pay Change form on behalf of the department.

- Information needed from the department for the Reclassification with Pay Change (RPC) form:

- Updated salary of employee that is being reclassified.
- Funding code/source employee's salary will be pulled from.

- After the form has been signed/approved by IFAS Finance, the Classification and Compensation Specialist will notify the department that an ePAF can be submitted.

- Approved reclassifications take effect:

- Non-Exempt to Exempt - at the beginning of the following pay period after approval by Classification and Compensation.
- Exempt to Exempt OR Non-Exempt to Non-Exempt - at the beginning of the current pay period after approval by Classification and Compensation.

Best Practices:

- **Do not discuss the details of the reclassification/SPI request with the employee until we have final approval from UFHR.**
- When writing/updating a position description, use the TEAMS Titles page as a reference but do not copy and paste all language from job profile.
- Don't use abbreviations, acronyms, or technical terms without explanation/spelling out before using the abbreviation or acronym.
- Update your organizational chart and send in a copy with the updated position description.