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MANUAL Student Employment Office Career Services	SECTION Pay Raises and Reclassifications	PAGE 1 / 1
SUBJECT <i>Reclassifications</i>		REVISED

Promotions to higher groups will only be approved if the job is listed under a group. Reclassifications may be processed effective no more than 2 pay periods prior to the current pay period. When requesting a promotional reclassification, departments must submit a PITS transaction, and a reclassification letter in the MEMO tab, which should include the following:

- a) An indication of the new job title, a description of the duties, and the requested rate of pay.
- b) An updated UIC Student Employment Application or resume may be required.

The maximum rate of pay (or step) in the new group will be computed as follows: Move to the next step in the current group. If that new rate does not fall into one of the steps in the new group, "round" upward to the next highest step in the new group. This then is the maximum allowable rate of pay after a reclassification.

FOR EXAMPLE: You wish to promote a student who is now at STEP B (7.81) of Group I to Group II. Move that student to Step C of Group I (8.23/hr) and see if it equals any of the steps in the new group (Group II). In this case it does not. In this case, where the rate is in between 2 steps go to the next step, or step B Group II (8.62/hr). If it does match a wage in the next group, it is simply at that step.

- 3. The minimum increase after a reclassification is 4%.

		NUMBER 2
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SUBJECT <i>New Positions</i>		REVISED

Departments who wish to reclassify a student into a position which is not specified in the wage plan guidelines, should send a request for a new position in writing to the UIC Job Center prior to agreeing to the new salary. The request should include the information that can be obtained in CHOOSING THE APPROPRIATE TITLE under Finding Student Employees.