

## **RECLASSIFICATION**

### **M-5 Type 210 Reclassify**

### **P-1 Type 692 Reclassification**

Requires Approvals by: PA DEPT COMP

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The M-5 number must be entered in the P1 remarks so Pre-Audit can verify it has processed.

- Upward reclassification to a non-contract class is treated the same as a promotion. The employee may be paid at any rate in the pay grade of the pay plan to which the employee's new class is assigned. A new eligibility date will be set for 26 weeks.
- Upward reclassification to a contract class is treated the same as a promotion. The employee shall receive a 5% pay increase. The employee may receive greater than a 5% increase only to bring the employee up to the minimum of the pay grade of the new job class; otherwise, a Special Pay/Appointment Form (M-40) must be submitted to request an increase greater than 5%. A new eligibility date will be set for 26 weeks.
- Lateral reclassification is treated the same as a lateral transfer.
- Downward reclassification is treated the same as a demotion.

### **Administrative Pay Rule 53.6(6), 53.6(7) and 53.6(8)**

**53.6(9) *Reclassification.*** If an employee's position is reclassified, the employee shall be paid as provided for in subrule 53.6(6), 53.6(7) or 53.6(8), whichever is applicable.

**53.6(6) *Promotion.*** For setting eligibility dates, see subrule 53.7(5).

*a. Noncontract classes.* If an employee is promoted to a noncontract class, the employee may be paid at any rate in the pay grade of the pay plan to which the employee's new class is assigned, except as provided in subrules 53.6(1) and 53.6(2).

*b. Contract classes.* If an employee is promoted to a contract-covered class without steps, the employee shall receive a 5 percent pay increase. If promoted to a contract-covered class with steps, the employee shall receive a one-step pay increase, except as provided in subrules 53.5(1), 53.6(1), 53.6(2), and 53.6(4).

*c. Leadworker.* If an employee who is receiving additional pay for leadworker duties is promoted, the pay increase shall be calculated using the employee's new base pay plus the leadworker pay.

**53.6(7) *Demotion.*** If an employee demotes voluntarily or is disciplinarily demoted, the employee may be paid at any step or pay rate that does not exceed the employee's pay at the time of demotion, except as provided in subrules 53.6(1), 53.6(2) and 53.6(4). For setting eligibility dates, see subrule 53.7(5).

**53.6(8) *Transfer.*** If an employee transfers under these rules to a different class, the employee shall be paid at the employee's current pay rate, except as provided in subrules 53.6(1), 53.6(2) and 53.6(4).

### **Step Increase Date**

#### **Upward Reclassification:**

The step increase date for upward reclassifications will be set to 26 weeks\* from the effective date of the reclassification **if** the employee received an increase in pay. If the employee does not receive an increase in pay, the step increase date will remain the same.

\*Employees covered by SPOC will have their step date set to **52** weeks upon upward reclassification.

## **RECLASSIFICATION CONTINUED**

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### **Downward and Lateral Reclassifications:**

If an employee is reclassified from one contract-covered class to another, the step increase date will remain the same.

If an employee is reclassified from a non-contract class to a contract-covered class, and the employee's step increase date is in the future, or the employee is at the max of their new pay grade, the step increase date will remain the same.

If an employee is reclassified from a non-contract class to a contract-covered class, and the step increase date is in the past, and the employee is not at the max of their new pay grade, the employee will receive the merit increase at the time of reclassification, and the step increase date will be set to 52 weeks from the effective date of reclassification.

If an employee is reclassified from a non-contract class to another non-contract class, the step increase date will remain the same.