



Reclassification and Salary Adjustment Request Guidelines

Purpose:

The purpose of this document is to ensure that Penn Engineering management has clear guidelines to follow in requesting position reclassifications and salary adjustments for Penn Engineering staff. These guidelines conform to the University of Pennsylvania's policy on Position Reclassifications and Compensation Changes found at: [Position Reclassifications and Compensation Changes](#)

Eligibility:

A staff member must have at least six (6) months of continuous service in his/her current position to be eligible for a reclassification or salary adjustment review. A staff member, who currently is on a performance approval plan, is not eligible.

Documentation and Process:

Position Reclassification

Required Documentation

1. Rationale memo indicating reason for request:
 - Background information, e.g., when the employee was hired at Penn Engineering and in what position, and when the employee started in their current position.
 - Ways in which position duties, responsibilities, scope, impact, and complexity have changed and grown.
2. New Position Information Questionnaire (PIQ) reflecting current duties.
3. Old Position Information Questionnaire (PIQ), if available.
4. Staff member's resume or link to LinkedIn profile

Eligibility (All must apply)

1. Position has changed *significantly* in terms of responsibility and complexity.
2. Staff member has at least six months of continuous service in their current position.
3. Staff member has successfully performed their new duties, as reflected in their new PIQ, for at least six months.

Salary Adjustment

Required Documentation

1. Rationale memo indicating reason for request, with any background information that should be considered.
2. Current Position Information Questionnaire
3. Staff member's resume or LinkedIn profile

Eligibility

1. Salary adjustment is addressing pay compression, equity, market factors or an increase in responsibilities, not performance.
2. Staff member has at least six months of continuous service in their position

Request Submission Deadlines and Timing

All requests will be submitted by Penn Engineering's Sr. Director of Human Resources to Core Human Resources – Compensation twice in a fiscal year.

The first submission is at the end of October. For consideration, all requests, including appropriate documentation, must be received electronically by the Sr. Director of Human Resources, **by September 15th**.

The second submission is at the end of February. For consideration, all requests, including appropriate documentation, must be received electronically by the Sr. Director of Human Resources, **by January 31st**.

After the requests are submitted to Core HR – Compensation, recommendations, typically, are received in four to six weeks.

Given the limited pool of dollars available for reclassifications and salary adjustments in the fiscal year, Penn Engineering's Vice Dean for Finance and Administration and Sr. Director of Human Resources reserve the right to submit some requests in the following fiscal year.

Effective Date: 4/01/2024