Reclassification Policy

Classification decisions are based solely on the responsibilities and duties assigned to a position. Employees’ personal circumstances are not taken into consideration. The incumbent must meet the required qualifications of the new job title.

UT Austin’s Handbook of Operating Procedures addresses general provisions for a classification plan in HOP 5-9996: http://www.policies.utexas.edu/policies/general-provisions-0

UT Austin’s Handbook of Operating Procedures addresses classified position descriptions and their interpretation in HOP 5-9991: http://www.policies.utexas.edu/policies/classified-position-descriptions-and-their-interpretation

How to classify a position and not a person, via HR: http://hr.utexas.edu/manager/comp/pay.html

The Compensation Administration System: https://utdirect.utexas.edu/pncomp/, which includes links to the following:

- Job Code System
- UT Pay Plan (Public)
- Statistics by Job Code