

Request for Job Evaluation or Reclassification

New Positions – Job profiles are required for all new positions before they can be posted. Each new position needs to be classified according to the Fair Labor Standards Act (FLSA) for exempt or nonexempt status and a salary level must be established. All new positions must be authorized and funding identified by the appropriate Vice Chancellor.

Established Positions – Changes in the work an incumbent performs may appear to be inconsistent with the current job profile classification. This change needs to be documented and a request for a job review can be authorized to determine the appropriateness of the classification. Reclassifications may result in the position remaining at the current FLSA classification and/or salary level. Reclassifications can also result in changes to the FLSA classification and/or changes to the salary level which are either higher or lower than the current salary. Departments should identify and indicate internal funding sources.

All increases to salary and benefits must be funded by the Department. Budget Office approval and permanent amendment is required. Carryover or Restricted Funds may not be used to fund changes.

This form must have Vice Chancellor approval/signature before submitting to Human Resources.

Provide the name of the person that should be contacted about this request:

Name: _____ **Phone #:** _____

Department Name: _____ **Dept #:** _____

If requesting the evaluation of a new position (attach position description in TCU standard format)

Proposed Job Title: _____

If requesting the reclassification of a current job

Job Title: _____ **Position Number:** _____

Current Job Code: _____

Identify Funding Source if the position requires a change to salary grade/ _____

The following signatures are required before submitting this request to Human Resources

Department Budget Manager: _____ **Phone #:** _____

Vice Chancellor/Dean: _____ **Date:** _____

Provost Office (Academic Affairs): _____ **Date:** _____

Please refer questions and return form to Rachele Blackwell – r.blackwell@tcu.edu or 817-257-5920