April 27, 2015

Employee Name

Job Title, Department

**Re: Reclassification of Title**

Dear [Last Name]:

As a result of ongoing efforts to keep job titles and descriptions current and to align job titles more closely to industry practices, your job has been reclassified from the Classified title of [TITLE] to the Classified title of [TITLE], effective [DATE], to more accurately reflect the work that you do. Your prior classification had a salary range of [SALARY MIN] to [SALARY MAX]. However, your new classification has a salary range of [SALARY MIN] to [SALARY MAX]. ***Optional:*** Additionally, as part of this reclassification, effective [DATE], your monthly salary will be [SALARY AMOUNT] (as earned) which is approximately [INCREASE AMOUNT] monthly for a nominal 40 hours per week.

***Option 1: (Neutral impact – No change in duties)***

This action is considered a lateral reclassification, meaning that it is neutral in its impact, neither a promotion nor a demotion. Your goals and responsibilities are not changing as a result of the new classification. *[Optional]* This position is professional in nature and may be assigned managerial and/or supervisory responsibilities. It is designated in the University of Texas at Austin Pay Plan as EXEMPT from the provisions of the Fair Labor Standards Act. ***[Or]*** This position is designated in the University of Texas at Austin Pay Plan as NON-EXEMPT and is subject to the wage and hour provisions established by the Fair Labor Standards Act.

***Option 2: (Neutral impact –Change in duties)***

This action is considered a lateral reclassification, meaning that it is neutral in its impact, neither a promotion nor a demotion. However, your goals and responsibilities are changing as a result of the new classification. Effective immediately, you are responsible for ensuring that you meet the guidelines outlined below as an essential requirement in your position.

**Position responsibilities include the following:**

* List new goals and responsibilities.

 *[Optional]* This position is professional in nature and may be assigned managerial and/or supervisory responsibilities. It is designated in the University of Texas at Austin Pay Plan as EXEMPT from the provisions of the Fair Labor Standards Act. ***[Or]*** This position is designated in the University of Texas at Austin Pay Plan as NON-EXEMPT and is subject to the wage and hour provisions established by the Fair Labor Standards Act.

***Option 3: (Promotion)***

This action is considered a promotion. Your goals and responsibilities are changing as a result of the new classification. Effective immediately, you are responsible for ensuring that you meet the guidelines outlined below as an essential requirement in your position.

**In addition to your current responsibilities,**

* List new goals and responsibilities.

*[Optional]* This position is professional in nature and may be assigned managerial and/or supervisory responsibilities. It is designated in the University of Texas at Austin personnel pay plan as EXEMPT from the provisions of the Fair Labor Standards Act. ***[Or]*** This position is designated in the University of Texas at Austin Pay Plan as NON-EXEMPT and is subject to the wage and hour provisions established by the Fair Labor Standards Act.

If you have any questions regarding your reclassification, please do not hesitate to contact the [CONTACT INFORMATION]. Thank you for your dedication and contributions to the [DEPARTMENT NAME].

Sincerely,

Supervisor Name

Supervisor Title

Cc: Employee Personnel File