Memorandum

**DATE:**

**TO:** Stephany Soria**,** MBA, SHRM-SCP

Manager, Talent Acquisition and Compensation & Classification

**Via:**

**FROM:**

**SUBJECT:** Request forReclassification Review (EMPLOYEE NAME), (CLASSIFICATION)

This memo is to request for a reclassification review for EMPLOYEE, in DEPARTMENT, DIVISION.

Please include the following:

* Justification and reason for the reclass
* If the reclassification is approved, the effective date of the new classification is the beginning of the monthly pay period in which the approved Request for Classification Review was received by Human Resources. In general, the employee will receive a 5% salary increase or the minimum of the new salary range, whichever is greater.
  + - For example: Request received on February 15, 2007 and a reclassification is determined "approved" on March 30, 2007. The Reclassification request is retroactively effective on February 1, 2007).
  + If the department would like effective date and/or Salary to be different, then please include the effective date and salary request in the memo.
* Must Include Updated JD.