**Job Classification and Reclassification Review Process**

**Submission**
- Exempt Job Reclassification
- Classification or Non Exempt Job Reclassification

**Procedure**
- The HLC Reclassification Committee meets on a bi-weekly basis to review all exempt level job reclassification requests and make a determination.
- Harvard Medical School Classification Committee meets weekly to review classifications and non exempt reclassifications requests.

**Recommendation**
- Exempt positions are reviewed against University benchmarks, comparable positions and key factors listed below.
- Non exempt positions are reviewed against the generic HUCTW job descriptions, comparable positions and key factors listed below.
- Key factors reviewed during this process include but are not limited to: job complexity, level of independent judgment, scope, impact, and technical expertise.

**Communication**
- The HR Consultant will communicate the determination to the manager.
- In the case of reclassifications, the Manager is responsible for notifying the employee.

*Please refer to the document “Understanding the Job Classification and Job Reclassification at HMS” for more detailed information.*