

MANUAL Student Employment Office Office of Career Services	SECTION Pay Raises and Reclassifications	PAGE 1 / 1
SUBJECT <i>New Positions</i>		REVISED

Departments who wish to reclassify a student into a position which is not specified in the wage plan guidelines, should send a request for a new position in writing to the UIC Job Center prior to agreeing to the new salary. The request should include the information that can be obtained in Section II under CHOOSING THE APPROPRIATE TITLE.