Position Classification and Reclassification

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General Description

Policy Summary:

Staff positions are placed into position classifications attached to pay grades and pay plans. This policy provides guidance on requesting a staff position study to determine the correct classification.

Purpose:

To outline the process for staff position classification and reclassification requests within the university.

Scope:

This policy applies to exempt and non-exempt staff.

Exceptions:

This policy does not apply to faculty or student classifications.

Policy Content

The Chief of Human Resources shall be responsible for the maintenance of a classification plan which shall include for each class of positions an appropriate title, a specification describing the duties and responsibilities, and a statement of minimum requirements for the classification consisting of knowledge, skill, education, experience, attendance, and other qualifications.

A. Classification specifications are descriptive only and are not restrictive. The use of a particular expression of duties, qualification requirements, or other attributes shall not be construed to exclude others not specifically mentioned.
B. Official classification titles shall be used in all personnel, accounting, budget and financial records.

For new positions, a job description will be submitted to Human Resources for review and determination of the appropriate classification and compensation. The requester will share the request and recommendations with their Vice President, who will review the request. If supported by the Vice President, a written request from the Vice President to the President will be made, usually during the annual budget process. If approved, the position supervisor will submit the request through Workday.

Some positions may be reclassified by submitting a written request through the appropriate channels to the Vice President of the area. Each request should contain justification and identification of changes in duties and responsibilities. The request will then be forwarded to Human Resources to evaluate the position for reclassification.

A. Human Resources shall recommend reclassifying a position based on duties performed due to a job study, audit, reorganization, or establishing a new classification.
B. Position reclassification should be requested when the level of duties assigned to one employee requires greater or lesser skill and/or responsibility for the position at issue on the part of an incumbent.
C. Implementing a new classification may be delayed until funding is available or until the new fiscal year.

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Revision Management

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Vice President Approval:

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