

POSITION CLASSIFICATION & PROMOTION POLICY

PURPOSE: To ensure a mechanism is in place to assign pay levels, job classifications, and job titles to positions on the basis of the amount of skill, effort and responsibility inherent in each job.

POLICY: To establish procedures for classifying new positions and to provide guidelines for evaluating positions being considered for reclassification for appropriate placement within the University's classification and salary structure.

DATE APPROVED: 01/23/2014

PRACTICES & PROCEDURES: In order to initiate a position review for classification change, the following procedures must be followed.

1. Reclassification.
 - a. A position should be considered for reclassification when there has been substantial and permanent changes in job responsibilities and/or duties, job complexity and/or knowledge and skills required. Changes to a position can occur naturally over a period of time or as the result of organizational changes.
 - b. To request reclassification of a position, a Position Evaluation Request Questionnaire (PERQ) should be completed that includes the purpose of the job and the job duties, identified as essential or marginal. Copies of previous and revised organizational charts should be included if organizational changes have occurred. Often the change in one position can affect other positions, requesting departments may also need to provide information about similar positions within the department.
 - c. All requests for position reclassification and/or updates should be submitted to Human Resources Director, for classification review.
 - d. Once the position has been reviewed, the Human Resource Director will work with the Director/Manager to finalize the position's job description.
 - e. It is important to note that not all changes in a position will result in the position being reclassified. Changes in job duties that may be at a higher level, but are not substantial enough to justify a higher pay range through reclassification, will result in an update of the existing position description and no change in pay range or classification.
 - f. Reclassification actions will be considered prospectively, after the completion of the evaluation. Position reclassifications will not be implemented retrospectively. It is not uncommon or unexpected that an incumbent may be performing different job duties for a period of time prior to position reclassification.
2. Change in Position Title
 - a. To request a title change, a Position Evaluation Request Questionnaire (PERQ) should be completed that includes the purpose of the title change and any change to job duties, identified as essential or marginal. Copies of a revised organizational chart should be included if organizational changes have occurred.
 - b. Requests for title change should be submitted to Human Resources Director, for classification review. Once the position has been reviewed, the Human Resource Director will work with the Director/Manager to update the position's job description.
 - c. It is important to note that at times a title change simply is done to align a position with peers within our industry and will not result in the position being reclassified for promotion.

3. Promotion.
 - a. Employees who move from their current salary grade to a grade with a higher maximum salary shall be deemed to be promoted. Salaries for promoted employees will be a maximum of 105% of the current salary or the starting salary of the new range. whichever is greater. All salary increases are subject to identification of available funding
 - b. Employees who accept a position within the same pay grade shall remain at the same pay rate and are not deemed to be promoted. Rather, changes in position title within the same pay grade are considered lateral position changes and incumbents are not eligible for a salary increase due to such changes.