Staff Position Classification Reviews

I. Purpose

To formalize processes whereby 25 percent of support staff positions are reviewed annually.

To provide the university administration and the Human Resources office with a process for reviewing support staff positions.

II. Objectives

A. To outline the procedures to be followed for university-initiated reviews.

B. To outline the procedures to be followed for Human Resources Office initiated reviews.

III. Policy

All university-initiated requests for a position classification review must have the approval of the immediate supervisor, the dean or director and the respective vice president. These University-initiated requests must be accompanied by a job description which reflects current job duties and is prepared on form STD-370. Such reviews may be requested and approved when there has been a substantial change in permanent job duties.

Once a position is approved for review and the job description has been finalized, a human resource representative may schedule an interview with the employee which, if needed, will generally be conducted at the employee's worksheet. Discussions will also occur with the employee's supervisor. The information gathered at these discussions is a major component in determining an appropriate classification.

Once a position is analyzed and it is determined that the position should be upgraded, a position analysis will be furnished to the vice president. Following the vice president's review and approval of the analysis, a letter of reclassification will be sent to the employee. The effective date for the reclassification will be the date on which the vice president initially gave approval for the position to be reviewed. If the analysis finds the position to be properly classified, it will state so in the position analysis furnished to the vice president. Following the vice president's review and support of the analysis, the employee will be notified in writing that the position was found to be properly classified. Following a review, if it is determined that a position should be downgraded, the position and incumbent may be demoted to the proper classification and pay range without any immediate reduction in pay. As an alternative, it may be decided to earmark the position and review it again upon vacancy for possible downgrading.

To aid in accomplishing the review of 25 percent of staff positions each year, the Human Resources Office will select various support staff positions for review based on organizational need, date of job description, or date of last formal review conducted. Prior to the actual review, a letter will be sent to the appropriate vice president (with a copy to the dean or director) to inform him/her which positions have been selected for review by Human Resources. If an on-site review is needed, the employee will be contacted. Discussions will also occur with the employee's supervisor.

Following a review of this nature, if a change in classification is warranted, a summary report will be prepared and forwarded to the vice president. With the vice president's approval, if the position is recommended for an upgrade, a letter will be sent to the employee. The effective date of the upgrade will be the date on which the review occurred. If the position is found to be appropriately classified, the vice president will be notified with a copy of the letter which is sent to the employee informing him/her of the outcome of the review. With the vice president's approval, if it is found that the position should be downgraded, the position and incumbent may be demoted to the proper classification and pay range without any immediate reduction in pay. As an alternative, it may be decided to earmark the position and review it again upon vacancy for possible downgrading.

If an employee is not satisfied with the outcome of either a university-initiated review or the Human Resources Office-initiated review, an appeal may be processed in accordance with the applicable collective bargaining agreement.

For professional positions which are represented by the State College and University Professional Association, the request to review must include the approval of the president. Following the review, the position analysis will be forwarded to the president, via the appropriate vice president, for review. If an upgrade is recommended and approved, the effective date will be the date on which the president initially gave approval for the position to be reviewed.