Policies for Professional Staff and Support and Service Staff not Covered by a Union

Position Classification/Reclassification for Support Staff

PA/SS 2.2

Revised September 1, 2009

Employees covered by this policy
This policy applies to Support Staff not covered by a union.

A. Introduction

Positions are classified into the most appropriate job and are identified with that job’s distinguishable characteristics, including the job evaluation results and assignment to a grade level. The university reserves the right to eliminate, change, and establish classifications and levels of salary grades within classifications.

B. Availability of position descriptions

Supervisors should make a bona fide effort to have an up-to-date position description for each position they supervise. Supervisors should ensure that all incumbents have a copy of their position description.

C. All-campus procedure on how to process a position reclassification request

1. Document the position using the Position Description.

2. Obtain required approvals of the position documentation.

3. Submit the approved position documentation to the campus human resources office for review.

4. When the review is complete, the campus human resources office will notify the department of the results.

5. The department is to notify the incumbent of the review results.

6. Disagreements over classification and level assignments are not subject to the grievance procedure.

D. All-campus procedure on how to request reconsideration of a position classification decision for non-union Support and Service Staff
1. Incumbents, supervisors, deans, or administrative officers may request reconsideration of a position classification decision through the campus human resources office. Requests must be made within one month of the department receiving results of the review.

2. The request may be submitted on the form, Request for Reconsideration of Position Classification.

3. The campus human resources office makes functional classification determinations. Requests for reconsideration may only address issues of levels within a functional classification.

4. Reconsideration results are final. Departments cannot request an additional review for one year unless the duties and responsibilities of the position change significantly.

5. Disagreements over classification and level assignments are not subject to the grievance procedure.