Position Classification

Indiansa University

Policies for Service Staff Employees
Represented by AFSCME at Bloomington, Indianapolis, and South Bend

Position Classification
AFSCME (BL, IN, SB) 1.2

Effective: July 1, 2012
Last Updated: July 1, 2012

Responsible University Office: University Human Resources

Responsible University Administrator: Senior Vice President and Chief Financial Officer

Policy Contact: University Human Resources

A. Scope
This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement

1. Indiana University is committed to the principle of equal pay for equal work without regard to age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

2. Position evaluation is the method used to determine the classification of a position at the University. The following broad factors are considered:
   a. Skill and ability demand inherent in the job
   b. Responsibility demand inherent in the job
   c. Physical effort demand inherent in the job
   d. Working conditions inherent in the job

3. The University retains the right to eliminate, change and establish classification levels or salary grades. In the event a new position is established, or an existing position is changed, the campus Human Resource office shall classify the position within the Salary Schedule and will identify an appropriate rate of pay.
C. Procedures

NOTE: A University-wide classification and compensation study is underway (July 2012) for all Service Staff positions. When this project is completed and a new program is implemented, there will be new procedures published which will contain a review process. During the interim, the established practices will remain in effect. UHRS will continue to apprise and discuss the program with the union as it progresses.

1. Any time that an incumbent and supervisor feel a position has changed significantly, a re-evaluation request should be initiated by the supervisor.

2. A request for a classification review should be sent to the campus Human Resources office with the following information:
   a. The title and position number of the position to be reviewed
   b. Source of funds if a salary increase is contemplated
   c. Up-to-date Position Description
   d. Up-to-date Organization Chart for the unit
   e. The recommended effective date of any salary grade change

3. The campus Human Resources office will evaluate the position, using the position description and interviews, if needed, and assign an appropriate salary grade for the position.
   a. When the review is complete, the campus Human Resource office will notify the department with the results.
   b. The department is to notify the incumbent of the review results.

4. At Bloomington, if the campus Human Resource office feels that the duties of a position support changing its classification to a different functional group, it will provide the union local president or designee one week to provide input and consider any information that the union submits, before making its decision.

5. At IUPUI, AFSCME, Local 1477 is notified of SM job classification changes and the reasons for the changes.

6. A department head, supervisor, and/or incumbent may initiate an appeal in writing for reconsideration of a position classification. Requests must be submitted to the campus Human Resource office on the Classification Appeal Request form.
   a. The appeal request must be made within one month of receipt of notification.
   b. Disagreements over a position classification are not subject to the Problem-Grievance Resolution policy. The campus Human Resource office decision is final.
   c. Positions receiving this additional review cannot again request review for a period of one year, unless significant changes in duties and responsibilities occur.

7. At Bloomington, in the event that a position is reclassified to a higher grade level, the incumbent shall
receive any new pay increase to be effective the date the respective department head approved the associated new duties to take effect. If this effective date is prior to the date the position is officially reclassified, then the incumbent shall receive a lump-sum pay adjustment to make up for any difference in base salary.

8. At Bloomington, when an employee's position is reclassified to a position in a lower pay classification, the employee's pay rate will be frozen until it matches the "Full Rate" for the new classification. Until this occurs, any annual wage increase will be provided in the form of an additional pay.
   a. The pay rates of employees who voluntarily choose a position in a lower pay classification, who choose a position in a lower pay classification due to a reduction-in-force, or who are placed in a lower pay classification due to lack of performance or qualifications, will receive a reduction in pay to the corresponding rate ("Entry Rate" or "Full Rate") in the lower range.
   b. Employees whose classifications were changed and whose pay rates were not frozen (red-circled) prior to July 1, 2002, will continue to receive their salary increases as they did prior to July 1, 2002. (7/02)

9. Each supervisor should make a bona fide effort to have an up-to-date position description for each position under his/her control. In addition, a copy should be provided to each incumbent for his/her position.

10. Reclassification from SM to PA: The following procedures are applicable for requesting reclassification of positions from non-exempt to exempt status:
   a. The campus human resources office will review the descriptions, determine if exempt status is appropriate, and assign a classification level. HRMS documentation should then be completed by departments to effect rank code changes.
   b. Requesting departments will be notified directly by the campus human resources office if jobs are determined to be non-exempt and are to remain in the SM ranks. An appeal procedure is available to resolve disagreement over non-exempt/exempt status. Appeals are to be submitted in writing to the campus Human Resource office.

D. Sanctions

Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Forms

Classification Appeal Request Form (Word)

F. Web Address for this Policy

hr.iu.edu/policies/sm-all/establish/position_classification.html
G. History

In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.