Position Classification/Reclassification

CWA 9.3

Effective date
Revised July 1, 2008

Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

A. Introduction

1. Positions will be classified into the most appropriate job and grade level. This process is conducted by the campus Human Resources office.
   a. A job is a collection of positions that have similar major duties and responsibilities.
   b. A position is a specific set of duties and responsibilities assigned to and performed by an individual.
   c. Position classification is the assignment of a position to an established, broad-based job that most closely matches the distinguishing characteristics of the position.

B. Salary changes for reclassifications to a higher grade

1. A salary increase is given when an employee's current position is reclassified to a higher grade.
   a. An increase becomes effective at the start of the pay period after it is approved by the Responsibility Center at Bloomington and the department head at Northwest and the appropriate budget office through HRMS, provided the campus Human Resources office has received the Position Description.

2. Salary increases are subject to the parameters described below:
   a. The minimum increase is a 5 percent increase or the minimum of the new salary grade, whichever is higher, provided the new salary rate does not exceed the maximum of the new salary grade.
   b. The maximum increase is to the same relative position within the new salary range (i.e., the percentage difference between the pay ranges involved) or at the midpoint of the new range, whichever is higher.

3. The campus Human Resources office and the requesting department head (who will provide for notice/approval to the director of the Responsibility Center) will work together to establish a salary
increase amount which meets the following criteria:

a. Is at least comparable to the salary level that would be paid to a new hire with equivalent qualifications

b. Ensures equity with current salaries for employees assigned to the same job and salary grade

c. Adequately recognizes the assumption of higher level responsibilities

d. Is consistent with the promotional increases provided to other employees under comparable circumstances

e. Considers the individual's qualifications for the position

4. At Bloomington, a salary set in the first quartile of the salary range requires that the employee's qualifications meet or exceed the minimum qualifications for the position. A salary set in the middle of the salary range requires that the employee's qualifications are exceptional.

5. After the approvals described below are obtained, the salary action and increase amount can be communicated to the affected employee.

a. At Bloomington:

   1. Increases in the first quartile require the approval of:
      i. Department head
      ii. Director of the Responsibility Center

   2. Increases in the second quartile require the approval of:
      i. Department head
      ii. Director of the Responsibility Center
      iii. University Human Resource Services

   3. Increases above the midpoint require the approval of:
      i. Department head
      ii. Director of the Responsibility Center
      iii. University Human Resource Services
      iv. Notice to the office of the chancellor, provost, or appropriate vice president

b. At Northwest:

   1. The approval process may include the department head, director, vice chancellor, campus human resources office, and chancellor depending on the position and its location. Contact the campus human resources office for the sequence for a specific position.

C. Salary changes for reclassifications to a lower grade

1. If a position classification is changed to a job in a lower grade level due to reorganization and a change of
duties, there will be no reduction in the affected individual's salary except when the salary is outside the range (see the policy, Salary Decisions).

D. Salary changes for reclassifications to the same grade

1. If a position classification is changed to a job in the same grade level due to reorganization and a change of duties, there will be no change in the affected individual's salary.

Procedure 9.3
Requesting a position classification or reclassification

1. In order to qualify for a position reclassification, there must be significant changes to a position.

2. The manager or supervisor, along with the incumbent, will prepare a new or revised Position Description.
   a. Revisions to an existing Position Description should be highlighted clearly to be distinguishable from the unchanged position information.
   b. The manager or supervisor and the incumbent shall act promptly in preparing the Position Description and communicate openly concerning the status of the request.

3. The department head approves the Position Description, with notice/approval to the director of the Responsibility Center at Bloomington or the department head at Northwest.

4. The department head forwards the approved Position Description and/or documentation, along with a written request for evaluation, to the campus Human Resources office.

5. Approved Position Descriptions and other appropriate documents will serve as the basis for the classification of all positions into jobs. As part of the classification process, a representative of the campus Human Resources office may review the Position Description and/or documentation with the manager and request additional information or an interview with the employee.

6. Campus Human Resources office records final position classifications and informs managers, supervisors and directors of Responsibility Centers of the results of position classification, including the grade levels for new or revised positions.

7. After the position classification has been finalized, the department head will communicate the grade assignment to the position incumbent.

8. A department head, supervisor, and/or incumbent may initiate an appeal for reconsideration of a position classification.
   a. At Bloomington, requests must be submitted to UHRS on the Request for Reconsideration of Position Classification form. At Northwest, must be submitted in writing to the campus Human Resources office.
   b. The appeal request must be made within one month of receipt of notification.
   c. Positions receiving this additional review cannot again request review for a period of one year, unless significant changes in duties and responsibilities occur.

To reclassify positions from Support Staff to Professional, contact the campus Human Resources office. An appeal procedure is available to resolve questions about non-exempt / exempt status. Appeals are to be
submitted to the campus Human Resources office.

9. Disagreements over classification level assignments are not subject to the policy, Problem--Grievance Resolution Procedure.