5.26 Professional & Scientific (P&S) Policies and Procedures -- Classification Plan

**Purpose:**
To outline the position classification process for non-temporary P&S positions. This policy does not apply to contract appointments in intercollegiate athletics.

**Policy Statement A. Position Evaluation Procedure**
The University’s P&S position classification plan has been established based on the relative market value of professional and scientific (P&S) positions, other than contract appointments in intercollegiate athletics. The position classification plan was developed and continues to operate on the basis of position description materials which identify duties and responsibilities applicable with existing P&S positions. Such position description materials are prepared when new positions are established. The descriptions are reviewed annually by the manager and employee and revised as required when positions duties are restructured with realignment of duties and are prepared when new positions come into existence.

**A. Position Evaluation Procedure**
Position description materials have permitted the University to complete and maintain an evaluation of P&S positions on the basis of reputable market pay data and internal position point rating comparisons. The point rating comparison has resulted in each University P&S position being assigned to a numerical value according to the evaluation factors cited below. Evaluation factors have been defined and rating values established at specific degree levels within each factor. P&S positions with similar value rating benchmark data have been grouped accordingly within to eight to thirteen pay grades or levels of compensation.

**B. Evaluation Factors**
Human Resource Services (HRS) completes a detailed study of all new and revised professional scientific P&S positions and prepares position description materials for such P&S positions, and are then evaluated same on the basis of market pay data, relevant levels of market sensitivity as well as internal comparisons such as the following rating factors:

- 1. complexity of problems to be solved;
- 2. minimum skills, education and knowledge experience required;
- 3. interpersonal relationships ordinarily involved in day-to-day activities of the position;
- 4. organization levels at which interpersonal relationships ordinarily occur;
- 5. nature of responsibility exercised within the context of the overall operations of the University;
- 6. scope of functional and managerial responsibility exercised;
- 7. constraints on degree of independent action within the position functions;
- 8. impact of independent actions on the attainment of goals for educational programs and/or institutional development; and
- 9. degree of work pace, pressure, and/or stress ordinarily involved in day-to-day activities of the position; and
- 10. extent and frequency of exposure to risk of bodily injury or physical discomfort.
C. Position Evaluation Committee

The value pay grade established by HRS for a new or revised professional scientific P&S position is reviewed with the appropriate department head and recommended to the Position Evaluation Committee. If a question exists as to the grade level established for a position, the evaluation criteria will be reviewed by the HRS Director. Point value ratings proposed by HRS are reviewed by the Position Evaluation Committee. Decisions by the Position Evaluation Committee on the point ratings and grading of new or revised P&S positions are subject to review by University Cabinet. As a general policy, the grade of an evaluated position is not changed unless a re-evaluation meets two (2) conditions:

- The revised point value is at least fifteen (15) points above or below the existing value.
- The revised point value falls into the next higher or lower grade.

Although a re-evaluation may not result in regarding, revised point ratings are established with position descriptions affected. Accumulations of point rating changes and revisions in position content may then be considered if a revised position description and re-evaluation becomes necessary at a late date.

The Position Evaluation Committee is composed of three (3) voting members. Three (3) University administrators experienced with P&S position classification proceedings, who hold annual appointments in connection with position assignments exempt from University P&S Personnel Policies and Procedures are named by division vice president. The committee meets on the call of the Director of HRS who serves as an ex-officio member and chairperson of the Committee.

D. P&S Review Committee

The P&S Review Committee serves to establish policy and oversee the administration of the P&S Position Classification-Compensation Plan. The Committee Senior Vice President for Finance and Operations serves as a resource and counseling group on particularly difficult or significant classification issues where (1) agreement by HRS and/or the Position Evaluation Committee and a unit administrator/department head/director/dean cannot be reached and/or (2) if adopted, the classification change could affect other University P&S positions. The Committee is composed of University Cabinet members.

E. Position Classification Examination Procedure

A permanent P&S staff member may request that the classification of his/her position be examined. HRS may also initiate examination of a position as may be necessary (i.e., reorganization of department, revision in program offering, realignment of position duties, etc.). A position examination may include both "review" and "appeal" proceedings. Such proceedings are designed to provide for a systematic and efficient examination of positions as the need arises.

F. B. Position Classification Review Process

P&S position classifications in question may be reviewed in accordance with the following procedure.

1. Level I.

A staff member may initiate a review of his/her position classification by first discussing the rating pay grade concern with the department head/director. If the staff member remains concerned after such discussion, he/she may formally request of the department head/director a review of the position. Such request shall be in writing and is to note the rationale for the request (reorganization of work-unit, revised or added duty assignments, change in responsibility, etc.) through the completion of a Position Description Questionnaire (PDQ). The department head/director will discuss the review request with the staff member and forward the request with his/her written recommendation to the HRS Director of HRS within ten (10) working days (with a copy to the staff member) after receipt of the staff member's written request.

2. Level II.
The Director of HRS, or a designated HRS administrator, will respond to the department head in writing, with a copy to the staff member, within five (5) working days. Such response will serve to acknowledge receipt of the review request, provide a copy of the current position description, and request submission of information deemed appropriate with the position review. Within five (5) working days following receipt of HRS response, the staff member and department head will submit a revised position description and classification support materials to the designated HRS administrator.

3. Level III.

Upon receipt of the revised position description, the HRS Director's designee administrator will consult with the affected staff member and the department head/director (and others as appropriate) concerning position duties, assignments or responsibilities in question, to clarify and revise position description information following attainment of approval for same from the staff member and the department head. Such preparations for the position classification review normally will be completed and forwarded to the HRS Director within twentyfifteen (2015) working days. The Director of HRS will, within five (5) working days of receipt of the approve position description, convene the Position Evaluation Committee. The affected staff member and department head (dean, as applicable) may, upon request, attend the meeting of the Position Evaluation Committee to present information (i.e., detail on position duties, establish relationship between positions within a department or area, etc.) and make inquiries considered to be pertinent to the classification review.

The Position Evaluation Committee will prepare a point value analysis for each position rating reviewed. Such analysis will reflect consideration of information supplied to the Committee with written documents and/or oral presentation. The Committee's findings and recommendations will be referred to the Director of HRS within five (5) working days following the convening of the Committee.

4. Level IV.

The HRS Director of HRS will affirm or modify the evaluation and advise Committee members, the affected employee and the department head/director (dean, as applicable) accordingly within fifteen (510) working days. The HRS Director of HRS may, in considering a recommended position evaluation, reconvene the Position Evaluation Committee, request or consent to submission of added written or oral information and/or conduct an on-site audit of position duties. The decision of the HRS Director of HRS will be the final step of the review process. Classification outcomes will become effective the first day of month following the conclusion of the review process.

If the decision rendered at Level IV by the HRS Director is acceptable to the staff member the review will be considered concluded, in which case further classification review may not be made for at least a twelve (12) month period unless it is clearly established that a substantial change in duties and responsibilities has occurred.

If the decision at Level IV rendered by the HRS Director is not acceptable to the staff member, he/she may initiate position classification appeal proceedings. Position review actions which are not completed within the designated time limits established at each level may be advanced to the next level within seventeen (710) working days of the expiration of the designated time limits. The affected staff member and administrative representatives may agree in writing to extend the time limits at any level of the review procedure.

G.-C. Position Classification Appeal Procedure

The following procedure may be initiated by a staff member to appeal an unacceptable decision rendered with a position classification review action.

An appeal of a position classification review action must be initiated within fifteen (510) working days following receipt of the HRS Director of HRS's decision at the final step of position classification review proceedings. Such appeal is to be directed to the Vice-President for Administration and Financial
Services-HRS Director or designee with completion of the Position Classification Appeal form. The form is to be accompanied by a copy of pertinent position descriptions, correspondence, and like materials related to used during the classification appeal review process.

The Vice-President for Administration and Financial Services Classification Appeal Committee within ten (10) working days following receipt of the Position Classification Appeal form, will arrange to convene the P&S Review Committee to study data pertinent to the position classification. Position description materials, existing and/or proposed revised Position Evaluation Committee ratings and like data relating to the position classification in question as developed with position classification review proceedings will be reviewed the information and render a decision rendered within twenty (20) working days following receipt of the appeal by the P&S Review Committee form and materials. The decision of the Professional-Scientific Review Committee will be final.

Time limits may be extended with position classification appeal actions upon mutual agreement of the position incumbent and the Vice-President for Administration and Financial Services-HRS Director or designee. Such extensions will be confirmed in writing.

Further classification review/appeal actions may not be taken for at least twelve (12) calendar months unless it is clearly established that a substantial change in duties and responsibilities has occurred.

D. Classification Appeals Committee

The Position Evaluation Classification Appeals Committee is composed of five-three (5:3) voting members, to be designated by Three (3) University each university division head. The administrators should be experienced with P&S position classification proceedings, who hold annual appointments in connection with position assignments and exempt from University P&S Personnel Policies and Procedures are named by division the Senior Vice-President for Finance & Operations. The committee meets on the call of the Director of HRS who serves as an ex-officio member and chairperson of the Committee. Appeals are decided by a majority vote of a quorum and a quorum consists of three or more committee members. Decisions rendered by the appeals committee will be final and will conclude the appeal process.

P&S Council, approved October 11, 2018

Human Resource Services, approved October 17, 2018

University Council, approved xx, 2018

President’s Cabinet and Executive Management Team, approved January 7, 2013