

USM Bylaws, Policies and Procedures of the Board of Regents

VII - 9.70 - POLICY ON REQUESTING A POSITION CLASSIFICATION REVIEW FOR NONEXEMPT STAFF POSITIONS

(Approved by the Board of Regents, June 9, 1995, EFFECTIVE July 1, 1996; Amended October 9, 2015).

I. PURPOSE AND APPLICABILITY

This policy defines the conditions under which a position classification review may be requested for positions allocated to Nonexempt classifications.

II. DEFINITION

Position Classification Review - The review of a position description to determine whether the position is assigned to the appropriate job class.

III. POSITION CLASSIFICATION REVIEW REQUESTS

- A. Each institution's President or designee shall be responsible for developing and communicating procedures, forms, and timetables for the acceptance, review, and determination of position classification review requests. The institution's Chief Human Resources Officer (CHRO) or designee shall be responsible for reviewing the position and determining whether the position is appropriately allocated to its current job class or should be changed to another job class.
- B. A request for a position classification review may be initiated by the President or designee, the appropriate supervisor/manager to whom the position reports, or by the incumbent with supervisor/management acknowledgment. Acknowledgment of a position classification review does not constitute a requirement for reclassification.
- C. A Position Classification Review may only occur when the job class to which a position is assigned is:
 - 1. raised it to a higher class
 - 2. reduced it to a lower class, or
 - 3. changed to another class at the same level.
- D. Position classification actions are based on:

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1. significant and substantial changes that evolve in the position's primary duties,
 2. when structured changes occur in the position's duties and responsibilities that were unforeseen at the time when employee accepted the position and are crucial to the mission and/or organizational effectiveness of the USM institution, or
 3. as a result of changes in the job evaluation program.
- E. A position may or may not have an incumbent at the time of a reclass.
- F. The effective date of all position classification decisions shall be retroactive to the date that the official request for review was received in the applicable Office of Human Resources/Personnel.

IMPLEMENTATION PROCEDURES:

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its institutional website.