

Sam Houston State University
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Finance & Operations Human Resources Policy WS-1
Classification of Non-Faculty Jobs

- SUBJECT:** Classification of Non-Faculty Jobs
- PURPOSE:** To provide for the correct evaluation, description, classification, and compensation of non-faculty jobs.
- POLICY:** It is the policy of Sam Houston State University that all non-faculty, staff positions be evaluated, classified, and compensated to ensure equal pay for equal work. The staff job classification description is a generic document for identifying classification items such as the job title number, pay grade level, occupational category, nature of work, primary responsibilities, education and experience requirements, and special skills and abilities. All personnel actions are reviewed to ensure Equal Employment Opportunity (EEO) compliance.
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1. Responsibility and Authority

- a. The Human Resources Department is responsible for developing, implementing, and administering the position classification program. It is vested with the authority to conduct position classification surveys, make job audits, prepare and revise job classification descriptions, evaluate jobs, and allocate positions to the appropriate classification. The criteria used to determine classification compensation and salary administration is reviewed by the Associate Vice President for Human Resources and Risk Management to assure Equal Employment Opportunity (EEO) compliance.
- b. Although the primary responsibility for administering the position classification program is vested with the Human Resources Department, it is also the responsibility of all levels of management and supervision to assist in its administration by recognizing the need for and initiating the necessary actions to accomplish:
 - (1) The establishment of new positions and job classification titles,
 - (2) the abolishment of unneeded positions and titles,
 - (3) the revision of outdated job classification descriptions, and
 - (4) the reclassification of existing positions because of significant or substantial changes in duties and/or responsibilities.
- c. The Associate Vice President for Human Resources and Risk Management, Divisional Vice President, or Department Head may initiate a job classification action.

2. Need Assessment

- a. A request for a new position or changes in an existing position must establish the need for the position and explain how the position will contribute toward the accomplishment of the University's strategic goals.

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- b. The request should be routed through administrative channels for initial review and acknowledgment prior to a classification analysis.
- c. The request, when submitted to the Associate Vice President for Human Resources and Risk Management for classification, must include an approved "Request For Additions/Changes to Positions" form.

3. Process To Determine A Job Classification Title/Grade

a. *Non-Benefit Eligible Staff, Grant Funded Staff Regardless of Benefit Status, and Student Positions*

- (1) The Department Head or Grant Principle is responsible for coordinating titles pre-approved in the Comprehensive Personnel Pay Plan to matching jobs when preparing proposals for consideration and processing payroll actions.
- (2) If a classification match cannot be determined, the Department Head or Grant Principle should submit a new proposed staff job classification description or student title through administrative channels, including the Offices of Research and Special Programs and Research Administration when grant funds are involved. A letter of explanation should accompany the proposal.
- (3) The research and project titles are pre-established and approved for the primary use of staffing titles on contracts, grants, special programs, and projects. Other titles in the pay plan may be used when there is a good match.
- (4) Faculty providing research and services temporarily and/or part-time on a contract or grant normally maintain their academic title. The salary is usually non-classified and based on the market value of the work performed and academic discipline and rank.
- (5) The Grant Principle, Offices of Research and Special Programs, and Research Administration are responsible for and expected to support and recommend staff position titles that ensure comparable worth and equal pay for equal work in accordance with the Code of Federal Regulations, U.S. Department of Labor, Employment Standards for Federal Contract Compliance, Title 41, Part 60.

b. *Regular Benefit Eligible Staff*

- (1) When, as described in item number one (1) above, a need has been identified for a job classification action, a written request should be submitted through administrative channels for initial review and acknowledgment prior to a classification analysis to the Associate Vice President for Human Resources and Risk Management indicating the basis for the request. A written request, including an approved "Request For Additions/Changes to Positions" form, must be included.
- (2) After reviewing the request, a representative of the Human Resources Department will contact the initiating department to determine the pertinent job classification facts. In most cases, the department will complete a "Job Analysis Questionnaire" and prepare a new or revised, one page staff job classification description.
- (3) A representative of the Human Resources Department will then evaluate the information submitted.
- (4) Based upon the results of the job audit evaluation and upon approval by the Associate Vice President for Human Resources and Risk Management, the appropriate title and pay grade

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will be allocated and supporting documents sent to the appropriate Divisional Vice President for approval and processing.

4. Job Classification Approval Procedures

- a. The Divisional Vice President and Associate Vice President for Human Resources and Risk Management have the authority to approve all existing non-exempt and exempt Level 2 (positions that are not on the President's Organizational Chart) job classification actions.
- b. The President must approve all existing exempt Level 1 (positions on the President's Organizational Chart) job classification actions, and the creation of all new positions (with the exception of temporary staff positions) whether they are exempt or non-exempt.

5. Job Reclassification

- a. Job reclassification is a formal study of the duties and responsibilities that comprise a position, taking into consideration the nature and level of work performed and the specifications required for an incumbent to perform the job completely. It is the responsibility of all levels of management and supervision to assist in its administration by recognizing the need for and initiating the necessary actions. A classification request can involve the creation of a new position or the reclassification of an existing position.
- b. Reclassifications are processed quarterly based on the following schedule (below). In order for reclassifications and new positions to be considered during the quarterly review process, the required approved documentation (Job Analysis Questionnaire, Request for Additions/Changes to Positions form, and the draft of the new or revised job description) must be submitted to the Human Resources Department according to the schedule listed below. This schedule also applies to Payroll Action Forms that are submitted for additional pay (Stipend Special Duty):

<u>Due date (must be received in HR):</u>	<u>Payroll effective date:</u>
08/01	09/01
11/01	12/01
02/01	03/01
05/01	06/01

Additional information concerning job reclassification processes and procedures is available on the Human Resources website.

6. Processing Approved Classification Actions

- a. To process an approved classification action after a job evaluation has been conducted by Human Resources, the Divisional Vice President will require the originator of the action to process an Electronic Payroll Action Form reflecting any change in title and/or pay, or an announcement of job vacancy requisition form for a new position. All supporting job audit/evaluation documents should accompany the forms and contain approval signatures.
- b. If a salary increase is required after a reclassification to bring the incumbent's salary up to the new minimum pay grade level, any salary increase above the minimum will be considered a merit increase, and should follow the merit raise procedures as described in Human Resources Policy WS-2, Staff Salary Administration.
- c. If a salary decrease is required to bring the incumbent's salary within the range of the new pay grade level, the incumbent's salary should be set at a rate within the new salary range as

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determined appropriate by the Department Head and Associate Vice President for Human Resources and Risk Management.

7. Departmental Reorganizations

- a. Departmental reorganizations may or may not necessitate a job classification audit.
- b. Normally, when incumbents within a department are changed to another job with the same pay grade, regardless of the department funding account, this is considered a lateral move and results in the incumbent maintaining the same rate of pay. Care should be taken to assure the incumbent meets the minimum qualifications when a different title is involved.
- c. When the reorganization requires a change in job classification to one with a different pay grade level or occupational category, a "Job Analysis Questionnaire" is usually completed and a job audit conducted to verify proper classification. If the reorganization results in changing an employee to a lower pay grade level, their salary should be set at a rate within the pay range of the new title as determined appropriate by the Department Head and Associate Vice President for Human Resources and Risk Management.
- d. It is the responsibility of the Department Head to coordinate and obtain approval of the Vice President and Associate Vice President for Human Resources and Risk Management for any departmental reorganization that will result in a change of pay or title for an employee.

8. Staff Classification Strategy

- a. The Human Resources Department continuously reviews and monitors the current titles and pay grades in the Comprehensive Personnel Pay Plan. The staff pay plan is available to all users on the University Human Resources website.
- b. To determine the proper pay grade level, various factors are considered including current market supply and demand, inflation factors, pay for similar jobs within the University, comparative data from other institutions, and data from the Texas Position Classification Plan. The Associate Vice President for Human Resources and Risk Management may adjust the pay plan grades to maintain competitive pay scales within the appropriate labor market. Any necessary salary changes will be coordinated through the appropriate Department Head.
- c. As needed and upon request, the Divisional Vice Presidents will be provided reports identifying employees paid outside and at the top of their designated pay range. These reports can be used to evaluate if a classification review should be conducted or if the incumbent should be considered for available promotions because they have elevated to the top of their pay range due to seniority, loyalty, and superior performance.

Reviewed by: David M. Hammonds, Associate VP for Human Resources & Risk Management-01/05/2012
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