

University Enterprises, Inc. Policies and Procedures		Policy No. 310
Section:	Human Resources	
Policy:	Position Reclassification	
Revised Date:	December 11, 1998	

Position Reclassification

I. PURPOSE

To provide a consistent method of reviewing requests for position reclassification and to ensure positions are assigned a competitive and equitable salary range based on the essential duties, responsibilities, and physical and mental requirements of the position.

II. SCOPE

This policy applies to all regular University Enterprises, Inc. (UEI) employees. Employees working at the United States Geological Survey are not covered under this policy.

III. POLICY

It is UEI's policy to provide a review process regarding job position reclassification.

IV. PROCEDURE

- A. All requests for position reclassification must be initiated by a department or project director. The request is submitted in writing to Human Resources and includes the following information:
 1. A copy of the current job description.
 2. A cover letter describing the circumstances that require the position be reviewed for reclassification.
 3. A copy of the department's organization chart showing incumbents' names, titles, and reporting relationships.
 4. A listing of all new or additional duties performed by the position with a list of time percentages for each new function or duty, a notation of when these new functions or duties were assigned to the position, and a notation of whether these are additional duties or whether they replaced other duties.
 5. A listing of the essential and non-essential functions of the job and its mental and physical requirements.
- B. The classification review may include an interview with the incumbent(s), supervisor, or other appropriate departmental personnel in addition to the analysis of the job description, questionnaire, and other factual information.
- C. A position audit may also be conducted to observe the actual work being performed.
- D. Upon receipt of the required information, Human Resources will review the information and may develop a new job description. To ensure internal equity, the position will be compared with other positions in UEI. Human Resources may also survey other organizations to determine salary levels for similar positions.
- E. Upon completion, if the position is determined to warrant a reclassification, Human Resources will recommend to the department director the new title (if appropriate) and new salary range.

- F. Final approval for any reclassification requires written approval from the affected employee's department director, the Director, Human Resources and the Executive Director. Positions under a Sponsored Programs Administration contract will also require approval from the Sponsored Programs Administration division and the project director.