

Position Classification/Reclassification

HR-01-20



About This Policy

Effective Date:

05-01-1970

Last Updated:

12-20-2016

Responsible University Office:

University Human Resources

Responsible University Administrator:

Vice President and Chief Financial Officer

Policy Contact:

[University Human Resources](#)hrpolicy@iu.edu

Related Forms

[* Position Description form](#)[Scope](#)[Policy Statement](#)[Reason For Policy](#)[Procedure](#)[Definitions](#)[Sanctions](#)[Additional Contacts](#)[History](#)[Back to top ↗](#)

Scope

This policy applies to all Staff positions.

[Back to top ↗](#)

Policy Statement

1. Indiana University is committed to the principle of equal pay for equal work without regard to age, color, disability, ethnicity, sex, gender identity, marital status, national origin, race, religion, sexual orientation, or veteran status. Positions are classified into the most appropriate job and are identified with that job's distinguishable characteristics, including the job evaluation results and assignment to a grade level.

2. The University retains the right to eliminate, change and establish classification levels or salary grades. In the event a new position is established, or an existing position is changed, the campus Human Resources office shall classify the position within the appropriate wage/salary plan. See the appropriate [Pay/Salary Setting](#) policy.

[Back to top](#) 

Reason For Policy

This policy provides University managers and supervisors with an overview of the procedures and guidelines for position classification and re-classification of Staff positions.

[Back to top](#) 

Procedure

Position Classification

1. Document the position using the university-wide [position description form](#). Refer to the [Position Description](#) policy for details.
 - a. The [Essential and Marginal Job Functions Worksheet](#) should be submitted as part of the supporting documentation with the Position Description.
2. After the necessary approvals are obtained (RC or department as appropriate) submit the position's description, to the campus Human Resources office for review:
 - a. Approved Position Descriptions and other appropriate documents will serve as the basis for the classification of all positions into jobs.
 - b. As part of the classification process, a representative of the campus HR office may review with department management the Position Description and any documentation provided. Campus HR may also request additional information, including a consultation with the incumbent.
 - c. The campus Human Resources office will review the descriptions, determine the appropriate exemption status, and assign a classification and grade level.
3. When the review is complete, the Campus Human Resources office will notify the department of the results of the position classification.
4. The department is to notify the incumbent, if any, of the review results.
5. See section [Reconsideration Request of a Position Classification Decision](#) below for concerns over classification decisions.

Position Reclassification

1. To accommodate a dynamic work environment, including new priorities and initiatives, changes in technology and regulations, fiscal constraints, etc. it is expected that management will restructure the duties and responsibilities assigned to various positions.
2. When changes to a position's duties and responsibilities are significant, a department head, supervisor, and/or an incumbent may request a review of the applicable position.
3. A new or revised position description will be prepared.
 - a. The supervisor and/or the incumbent shall act promptly in preparing the position description and communicate openly concerning the status of the request.
4. After the RC or department approves the position review request, the updated position description along with supporting documentation, such as the current Organization Chart for the unit, will be sent to Campus Human Resources office for review.
5. Refer to the section [Position Classification 2.](#) above for the process of campus HR's determination.
6. Refer to the section [Position Classification 3.-4.](#) above for the notification process.

7. Campus HR will notify the CWA president or designee when it is determined that a CWA covered position will be reclassified. Once notified, the CWA president or designee will have up to one week to provide information regarding the proposed classification change. Campus HR will consider the provided information and input before making a final determination.

Reconsideration Request of a Position Classification Decision

1. Incumbents, supervisors, deans, or administrative officers may request reconsideration of a position classification decision through the campus Human Resources office.
 - a. Requests must be made within one month of the department receiving results of the review.
2. The request may be submitted on the form, [Request for Reconsideration of Position Classification](#).
3. The campus Human Resources office makes wage/salary plan (e.g. PA, SS, or SM) determinations. Requests for reconsideration may only address issues of levels within a salary plan.
4. Reconsideration results are final. Departments cannot request an additional review for one year unless the duties and responsibilities of the position change significantly.
5. Disagreements over classification and level assignments are not subject to the grievance procedure.
6. A different procedure is available to resolve disagreement over non-exempt/exempt status . Requests are to be submitted in writing to the campus Human Resources office.

Reclassification to a Different Functional Group of a Union Covered Position

1. For AFSCME Police covered positions:
 - a. If the campus Human Resource office feels that the duties of a position support changing its classification to a different wage/salary plan, it will provide the union local president or designee one week to provide input and consider any information that the Union submits, before making its decision.
2. For AFSCME Service covered positions:
 - a. At Bloomington, if the campus Human Resources office feels that the duties of a position support changing its classification to a different wage/salary plan, it will provide the union local president or designee one week to provide input and consider any information that the Union submits, before making its decision.
 - b. At IUPUI, the union local president is notified of a service job classification change and the reasons for the change.
3. For CWA covered positions:
 - a. If campus Human Resources believes the duties of a position support changing its classification to a different wage/salary plan (e.g. SM or PA), the CWA president or designee will be notified. Once notified, the CWA president or designee will have up to one week to provide information regarding the proposed classification change. Campus Human Resources will consider the provided information and input before making a final determination.

[Back to top](#) ↗

Definitions

1. *Job* is a collection of positions that have similar major duties at a similar skill and responsibility level.
2. *All Professional Staff jobs are assigned to a Job Family (Administrative, Auxiliary, Coaches, Development, Facilities, Health Care, Health Practice, Information Technology, Media, Marketing & PR, Research, Safety, and Student Services.)*
3. *Position* is a specific set of duties and responsibilities assigned to and performed by an individual.
4. *Position classification* is the assignment of a position to an established, broad-based job that most closely matches the distinguishing characteristics of the position.
5. *Position evaluation* is the method used to determine the classification of a position at the University. The following broad factors are considered: skill and ability demand; responsibility demand; physical effort; and/or working conditions inherent in the job.

[Back to top](#) ↗

Sanctions

Violations of University policies will be handled in accordance with applicable University policies and procedures; which may include disciplinary actions up to and including termination from the University.

[Back to top ↗](#)

Additional Contacts

Policy Interpretation

UHR

812-856-6047

hrpolicy@iu.edu

Policy Interpretation

Campus HR office

Various

[Back to top ↗](#)

History

December 2016

Revised to incorporate provisions of the 2016-2019 Agreement between Indiana University and CWA Local 4730.

Febraury 2016

Replaces the following policy provisions:

AFSCME Police	AFSCME Police	AFSCME Service	CWA	PA/SS
Position Classification/ Reclassification	Recruitment-Selection	1.2 - Position Classification	9.3 - Position Classification	2.2 - Position Classification/ Reclassification for Support Staff
<ul style="list-style-type: none"> • B.1. • B.2. • B.2.a. • B.2.b. • B.2.c. • B.2.d. • B.3. • C.1. • C.2. • C.2.a. • C.2.b. • C.2.c. • C.2.d. • C.2.e. • C.3. • C.3.a. 	<ul style="list-style-type: none"> • B.1. 	<ul style="list-style-type: none"> • B.1. • B.2. • B.2.a. • B.2.b. • B.2.c. • B.2.d. • B.3. • C.1. • C.2. • C.2.a. • C.2.b. • C.2.c. • C.2.d. • C.2.e. • C.3. • C.3.a. 	<ul style="list-style-type: none"> • A.1.a. • A.1.b. • A.1.c. • Pro 1. • Pro 2.b. • Pro 5. • Pro 6. • Pro 7. • Pro 8. (first section) & (second section) • Pro 8.a. • Pro 8.b. • Pro 8.c. • Pro 9. 	<ul style="list-style-type: none"> • A. • C.2. • C.3. • C.4. • C.5. • C.6. • D.1. • D.2. • D.3. • D.4. • D.5.

- C.3.b.
 - C.4.
 - C.5.
 - C.6.
 - C.6.a.
 - C.6.b.
 - C.6.c.
 - C.9.
 - C.10.
 - C.10.a.
 - C.10.b.
- C.3.b.
 - C.4.
 - C.5.
 - C.6.
 - C.6.a.
 - C.6.b.
 - C.6.c.
 - C.9.
 - C.10.
 - C.10.a.
 - C.10.b.