

	Policy Owner:	Vice President and Chief Human Resources Officer	
	Responsible Office:	Human Resources	
	Origination Date: 10/01/1993	Last Revised: TBD	
	Policy Title:	Staff Position Changes	

Applicability: Classified Staff and University Staff

Definitions

Classification Strategy: The systematic process of grouping jobs into categories based on duties, responsibilities, required skills, and qualifications.

Compensation Strategy: The systematic framework for paying employees, defining how salaries, benefits and other rewards are determined and distributed, ensuring fairness, competitiveness and alignment with university goals.

Staff: Positions in either the classified staff or university staff employment categories.

Policy

Section I: General

- A. Staff may be assigned a different position and/or job title, either permanently or temporarily.
- B. Position changes must be in compliance with the Classification and Compensation Strategies and applicable procedures, including consultation with Human Resources.
- C. The employee must be in good standing and not currently involved in any disciplinary process to be considered for a position change.
- D. A pay adjustment may or may not accompany a position change.
- E. Exceptions to this policy must be approved by the Chief Human Resources Officer or designee.

Section II: Permanent Position Changes

- A. Staff may be assigned a permanent position or title change due to a substantial change in job responsibilities, or a change to the University's organizational, financial, or operational needs.

- B. If an employee leaves the position during the course of a position change review, the employee is not eligible to receive back pay or compensation that may have resulted from that review.
- C. A Classified Staff position change that is accompanied by a change in pay will result in an employment category change to University Staff for the employee in that position.

Section III: Temporary Special Assignments

[Policy 1.07 Special Duty/Interim Assignment and Reassignment was moved to this section.]

- A. Staff may be reassigned to a temporary special assignment that is outside of their regular position to fill University staffing or business needs.
- B. A special assignment does not, in any way, guarantee the special assignment position to the employee on a regular basis.
- C. The special assignment does not confer any preference to the employee in competing for the position, if and when a regular opening occurs.
- D. A special assignment will be for a minimum of ninety days, and last no longer than required by the original staffing or business need.
- E. An employee on special assignment may be returned to their regular position assignment at any time.
- F. When a special assignment is completed, the regular employee will return to their former job position, pay grade, and pay rate, including any pay increases for which they became eligible during the special assignment.

Related Information*

ABOR 6-901

Internal Mobility and Noncompetitive Selection

Staff Position Classification and Compensation Policy

Staff Salary Administration Policy

Policy History*

10/01/1993: Policy adopted.

01/01/2000: Policy revised.

06/0/2018: Policy revised.

* Related Information and Policy History are solely for the user's convenience and are not part of the official university policy.

DRAFT - Open for Comment