

	Policy Owner:	Vice President and Chief Human Resources Officer
	Responsible Office:	Human Resources
	Origination Date: 10/01/1993	Last Revised: TBD
	Policy Title:	<del>2.05 Reclassification and Salary Adjustment</del> <u>Staff Position Changes</u>

Applicability: Classified Staff and ~~Service Professionals~~ 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.

~~A department supervisor may request a reclassification or a salary adjustment addressing reasons other than performance or merit for a Classified Staff or Service Professional employee using procedures and forms established by the Human Resources Department. Performance based salary adjustments will be addressed as part of an institutional program approved by the President when funding is available.~~

~~Under most circumstances, an employee should be in his or her current position for at least six months before being considered for a reclassification or salary adjustment. A position may be evaluated no more than once per year.~~

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.](#)

~~A department head may appoint a qualified regular employee (excluding non-regular employees such as temporary or student employees) in good standing and not currently involved in any disciplinary process to a special duty assignment. The employee must meet the position's minimum qualifications and the selection should consider the University's Affirmative Action obligations.~~

~~A special duty assignment may be used for a vacant position; however, a department head may also specially assign a regular employee to a different classification using the employee's current/existing position. The appointment is subject to the review and concurrence of Human Resources regarding appropriate classification, confirmation of minimum qualifications, salary approval, etc. The following conditions apply:~~

- B. [The employee's special duty assignment does not, in any way, guarantee the special duty assignment position to the employee on a regular basis.](#)
- C. [The special duty assignment does not confer any preference to the employee in competing for the position, if and when a regular opening occurs.](#)

- ~~D. A S~~ special ~~duty~~ assignment ~~shall~~ will be for a minimum of ~~thirty~~ ninety days, ~~to a maximum of one year;~~ and last no longer than required by the original staffing or business need.
- ~~E. An employee on special~~ ~~duty~~ assignment ~~does not serve a probationary period~~ ~~but~~ may be returned to their regular ~~job assignment~~ position assignment at any time. ~~;~~ and
- ~~A classified staff employee who has been specially assigned to a service professional position is not eligible for service professional benefit options.~~
- F. ~~When a special~~ ~~duty~~ assignment ~~has been~~ is completed, the regular employee will return to their former job position, pay grade, and ~~salary~~ pay rate, including: ~~The employee should receive any salary~~ pay increases for which they became eligible during the special assignment, ~~plus any other salary adjustment which may have been granted to all employees in that classification.~~

~~Service professional, academic professional, and administrative staff may serve in an interim appointment capacity. This is most commonly used to continue operations when a critical position vacancy occurs. Interim assignments and related conditions (salary, title, length of appointment, conditions of appointment, etc.) are subject to approval by the president, provost, or vice president, as appropriate.~~

~~The University reserves the right to reassign employees or employee duties if necessary or appropriate to promote efficient operations, improve use of resources, or to meet other organizational needs.~~

~~Exceptions to this policy may be made by the Chief Human Resources Officer or designee.~~

## **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.

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\* 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