

USM Bylaws, Policies and Procedures of the Board of Regents

USM HR Policy Review Sheet

Policy Number: VII – 9.70

New Policy Title: Policy on Requesting a Position Classification Review for Nonexempt Staff Positions

Old Policy Title: Policy on Request for Job Class Review

1. Policy Application: Nonexempt Staff Exempt Staff Faculty Contingent Staff
 All Other: _____

2. Proposed Revisions

Terminology outdated

Re-Formatting

Title Change

Obsolete provisions deleted

Merge with other policy: _____

Clarifications: _____

Transfer to another policy or chapter: _____

Updates to reflect changes in law

Incorporate USM-wide existing practice into policy

Incorporated Pre-USM Policy:

Fills gap in policy:

Added definitions

Other revisions: _____

DRAFT – 5-12-15

VII - 9.70 - POLICY ON REQUESTING A POSITION FOR JOB RECLASSIFICATION REVIEW FOR NONEXEMPT STAFF EMPLOYEES POSITIONS

(Approved by the Board of Regents, June 9, 1995, **EFFECTIVE July 1, 1996**; Amended, 2015).

I. PURPOSE AND APPLICABILITY

This policy defines the conditions under which a job-reclass-position classification review may be requested for positions allocated to Nonexempt classifications. ~~This policy is applicable to positions allocated to job classes in the job group of nonexempt—maintenance, office, service, and technical staff.~~

II. DEFINITION

Job-Position Classification Review - reclass—The review of a position description to determine whether the position is assigned to the appropriate job class. ~~may only occur when the job class to which a position is assigned is changed by raising it to a higher class, reducing it to a lower class, or changing it to another class at the same level. Reclass actions are based on significant and substantial changes that evolve in the position's primary duties, when structured changes occur in the position's duties and responsibilities that were unforeseen at the time of hire and are crucial to the mission and/or organizational effectiveness of the USM institution, or as a result of changes in the job evaluation program. A position may or may not have an incumbent at the time of a reclass.~~

III. Job-Reclass-POSITION CLASSIFICATION REVIEW REQUESTS

- A. Each institution's ~~Chief Executive Officer- President~~ or designee shall be responsible for developing and communicating procedures, forms, and timetables for the acceptance, review, and determination of job-reclass position classification review requests. The institution's ~~Director of Chief~~ Human Resources/~~Personnel Officer (CHRO)~~ or designee shall be responsible for reviewing the position and determining whether the position is appropriately allocated to its current job class or should be changed to another job class.
- B. A request for a job-reclass position classification review may be initiated by the ~~Chief Executive Officer- President~~ or designee, the appropriate administrator(s) supervisor/manager to whom the position reports, or by the incumbent with

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supervisor/management acknowledgment approval. Acknowledgment of a position classification review does not constitute a requirement for reclassification.

C. A Position Classification Review may only occur when the job class to which a position is assigned is:

1. raised it to a higher class
2. reduced it to a lower class, or
3. changed to another class at the same level.

D. Position classification actions are based on:

1. significant and substantial changes that evolve in the position's primary duties,
2. when structured changes occur in the position's duties and responsibilities that were unforeseen at the time when employee accepted the position and are crucial to the mission and/or organizational effectiveness of the USM institution, or
3. as a result of changes in the job evaluation program.

E. A position may or may not have an incumbent at the time of a reclass.

CF. The effective date of a ~~All job reclass~~ position classification decisions shall be ~~effective~~ retroactive to the date that the official request for review was received in the applicable Office of Human Resources/Personnel.

IMPLEMENTATION PROCEDURES:

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its Institutional website.

~~Each Chief Executive Officer shall identify his/her designee(s) as appropriate for this policy; shall develop procedures as necessary to implement this policy; shall communicate this policy~~

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~~and applicable procedures to his/her institutional community; and shall forward a copy of such designations and procedures to the Chancellor.~~

Replacement for:

~~The following policies as they apply to non-exempt employees of the UMS only are replaced effective July 1, 1996. However, Exempt employees will continue to be covered under such applicable existing policies until such time as revised policies governing Exempt employees are approved.~~

~~UM Personnel Policies and Rules for Classified Employees, Section III, Compensation—Reclassification, page III-5 Section IV, Classification—Effective Date of Classification Action; Reallocation or Reclassification of Existing Positions; Position Classification, pages IV-2, IV-4.~~

~~Additionally, this policy supersedes, in whole or in part, any policy(ies) and/or procedure(s) established by the Regents, Trustees, Presidents, or their designees, of the former institutions of the University of Maryland, and of the former State Universities and Colleges, and of the Regents of the University of Maryland System that are in conflict with this policy's purpose, applicability, or intent, that may have been overlooked and not included as a specific citation under "Replacement for."~~