I. POLICY STATEMENT

Position Classification System

C 8.1 – Purpose
The University’s classification system for staff positions has as its purpose the establishment of appropriate relationships between positions and their levels of compensation. The system is designed to provide a fair and consistent basis for the payment of wages and salaries, an assurance that employees in positions of a similar nature are compensated at similar levels, and an aid in the selection and training of new employees.

C 8.2 – Definition
A classified position is defined as: (1) a non-exempt position which has been assigned formally to a pay grade consisting of a base pay rate, or, (2) an exempt position which has been assigned formally to a pay grade consisting of a starting pay rate. All non-exempt positions and all exempt positions will be classified prior to their being initially occupied.

C 8.3 - Reviews
The Department of Human Resources is responsible for the maintenance of the classification system and shall conduct such reviews as are necessary to insure its continued adequacy and practicability. Reviews may be conducted by Human Resources on its own initiative, as directed by the Office of the President, or upon request from a major department head. No adjustment to the classification system or to the pay of any employee holding a position included in this system may be made without prior written authorization by the Director of Human Resources and the President.

C 8.4 – Approval
Final approval of all changes to the classification system shall be the responsibility of the director of Human Resources with the president’s approval.

C 8.5 – Priorities
Human Resources shall be authorized to establish priorities for all classification reviews. These priorities shall be based upon such factors as the following:

- Period since last review
- Extent of review
- Changes in external labor market conditions
- Unusual trends in employee turnover
- Budgetary constraints
- Equity within the university.

C 8.6 - Potential Impact
Human Resources shall also be authorized to consider the potential impacts of a change in classification of one position on any or all other classified positions.

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and, based upon such consideration, either to expand review procedures to encompass other pertinent positions or to recommend such pay changes as would nullify any inequitable impacts caused by the one position’s change in classification.

C 8.7 - Pay Grade Assignments
Assignment of a position to a pay grade is the responsibility of Human Resources, and is based upon such factors as:
- Requisite education
- Experience and skills
- Amount of supervision required
- Responsibilities
- Working conditions
- Required job effort
- External market conditions
- Internal equity.
Neither the level of performance, the volume of work, nor the length of service of an individual occupying a position are determinants of the position's pay grade assignment, as the classification system relates to positions and not to employees.

C 8.8 - Change in Title
A reclassification of a position is defined as a movement of the position to a pay grade either higher or lower than that to which the position is currently assigned. If warranted, reclassification may also entail a change in the title of the position.

C 8.9 - Reclassification Reviews
C 8.9.1 - It is the responsibility of the department heads to request a review of their employees' positions and to prepare the forms and other documentation necessary for the reviews. This documentation must be sent to the appropriate vice president and from there to Human Resources. Human Resources will not review a position without the approval to review from the appropriate vice president.

C 8.9.2 - Based on the nature of the requested classification reviews, Human Resources may initiate reviews of related individual positions in the same or other related areas.

C 8.9.3 - All requests for review must be accompanied by completed Job Analysis Questionnaire forms to support the requests.

C 8.9.4 - Reviews requested by department heads through their major department heads will be scheduled as soon as possible considering other previously scheduled reviews, workload commitments by Human Resources and the requesting department" staff, and factors listed in paragraph C 8.5.

C 8.9.5 - After completing its review of a position(s), Human Resources will submit its report and determinations to the major department head(s) to whom the reviewed positions are assigned.

C 8.9.6 - All recommended reclassifications will be accompanied by a list of the individuals occupying the positions and by an analysis of the financial impacts of the reclassification pay adjustments for the remainder of the current year and for an entire year.

C 8.9.7 - Funding for position reclassification pay adjustments, in accordance with
paragraphs C 8.9.1 and 8.9.2 herein, shall be provided by Human Resources. Funding for adjustments resulting from reviews requested by department heads through their major department heads, in accordance with paragraph C 8.9.3 herein, shall be provided by the major department heads.

C 8.9.8 - The effective date for reclassification of individual positions shall be determined by Human Resources. For reclassifications of series positions, the effective date will be the date of the next annual pay increase following final approval of the reclassifications.

C 8.9.9 - Appeals of classification or reclassification determinations are to be submitted to the Director of Human Resources who is authorized to direct a totally new review, require additional review procedures, change the initial determination based upon the appeal information, or stay the initial determination. This appeal is to be made through the proper supervisory personnel of a particular area to the Director of Human Resources. An employee whose position is being considered for reclassification may appeal directly to the Director of Human Resources if the supervisory personnel of the employee’s area will not initiate the appeal. The appeal decision of the Director of Human Resources will be final.

C 8.9.10 - Policies relative to pay upon reclassification are detailed in subsection E 10.

C 8.10 - Any exceptions to this policy may be made only by the president of the university.

II. ENTITIES AFFECTED

Faculty and Staff

REVISION HISTORY

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