

# POSITION CLASSIFICATION SYSTEM

**POLICY NUMBER:** ADM-POSCLASSIF

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** CHIEF HUMAN RESOURCES OFFICER

**RESPONSIBLE OFFICE:** HUMAN RESOURCES

**EFFECTIVE DATE:** UPON PRESIDENTIAL APPROVAL – 11/2/2018

**NEXT REVIEW DATE:** PRESIDENTIAL APPROVAL PLUS FOUR YEARS – 11/2/2022

**SUPERSEDES POLICY DATED:** [CLICK HERE TO ENTER A DATE.](#)

**BOARD OF REGENTS REPORTING (CHECK ONE):**

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

## I. POLICY STATEMENT

The purpose of Northern Kentucky University (NKU) staff positions classification system is to ensure the establishment of appropriate relationships between positions and their levels of compensation. The system is designed to provide a fair and consistent basis for assigning pay grades, the payment of wages and salaries, an assurance that employees in positions of a similar nature with similar competencies are compensated at similar levels, and an aid in the selection and training of new employees.

## II. ENTITIES AFFECTED

All positions in staff classification.

## III. AUTHORITY

Classification of positions into the exempt and non-exempt category is regulated by the federal and state wage and hour laws and enforced by the Department of Labor.

## IV. DEFINITIONS

A classified position is defined as: (1) a non-exempt position which has been assigned formally to a pay grade consisting of a pay range or, (2) an exempt position which has been assigned formally to a pay grade consisting of a salary range. All non-temporary positions will be classified prior to being filled.

## V. RESPONSIBILITIES

Human Resources is responsible for the maintenance of the classification system.

Department heads are responsible for requesting a review of their employees' positions and to prepare the forms and other documentation necessary for the reviews.

Division heads are responsible for approving the request and forwarding it to Human Resources for review.

The Budget Office is responsible for maintaining budgets based on position grade and ensuring funding is available when a position is newly classified or when a pay adjustment is recommended.

## VI. PROCEDURES

Human Resources is responsible for the maintenance of the classification system and shall conduct reviews as necessary, to ensure 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 division 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 Chief Human Resources Officer.

### **Approval:**

Final approval of all changes to the classification system shall be the responsibility of the Chief Human Resources Officer with the President's approval.

### **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

### **Impact Considerations:**

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

### **Pay Grade Assignments:**

Assignment of a position to a pay grade is the responsibility of Human Resources, and is based upon such factors as:

- Job duties and responsibilities
- Requisite education
- Experience and skills
- Amount of supervision required
- 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 is a determinant of the position's pay grade assignment, as the classification system relates to positions and not to employees.

### **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.

## **Reclassification Reviews:**

It is the responsibility of the department head 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 division head and from there to Human Resources. Human Resources will not review a position without the approval to review from the appropriate division head.

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.

All requests for review must be accompanied by completed Job Analysis Questionnaire (JAQ) form to support the requests.

Reviews requested by department heads through their division heads will be scheduled as soon as possible considering other previously scheduled reviews, workload commitments by Human Resources, and the requesting departments' staff.

After completing the review of a position, Human Resources will submit a report and determinations to the division head to whom the reviewed positions are assigned.

All recommended reclassifications will be accompanied by a list of the individuals occupying the positions and an analysis of the financial impacts of the reclassification pay adjustments.

Funding for position reclassification pay adjustments for regular, base funded positions shall be provided by Human Resources in accordance with the Staff Compensation Pool policy.

The effective date for reclassification of individual positions shall be determined by Human Resources.

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

## **VII. REPORTING REQUIREMENTS**

Human Resources maintains a log of all the positions received for review, including positions newly created and assigned to a pay grade, and positions recommended for reclassification, salary adjustment, etc.

## **VIII. EXCEPTIONS**

Any exceptions to this policy may be made only by the President of the University.

## **IX. REFERENCES AND RELATED MATERIALS**

### **REFERENCES & FORMS**

NKU Job Analysis Questionnaire (JAQ) form

### **RELATED POLICIES**

Staff Compensation Pool: <https://inside.nku.edu/policy/policies/azlisting.html>

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision	November 2, 2018
Choose an item.	

# POSITION CLASSIFICATION SYSTEM

## PRESIDENTIAL APPROVAL

### PRESIDENT

Signature

A. Vaidya

Date

11/2/18

Ashish Vaidya

Ashish Vaidya

## BOARD OF REGENTS APPROVAL

### BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.  
Date of Board of Regents meeting at which this policy was reported: 1 / 16 / 19.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
- The Board of Regents approved this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
- The Board of Regents rejected this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

### EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature

Ben Jager

Date

2.1.19

Print Name

Ben Jager