

**Morehead State University
Administrative Regulation**

Title: **POSITION EVALUATION REVIEW PROCEDURE**

Purpose: To establish guidelines and procedures for maintenance and administration of Personnel Policy PG-44, Staff Job Classification Wage and Salary Administration.

Applicability: This regulation is applicable to the Nonexempt staff grades 1-67 and the Exempt staff grades 1-10. This regulation will be applied consistently and uniformly across all university departments/units.

Process: Evaluation of Existing Positions

- A) The Office of Human Resources will process position evaluation reviews on a “first in – first out” basis. Position evaluation review requests may be submitted throughout the year. ~~However, in order to accomplish all reviews to be effective at the beginning of each new fiscal year, requests must be received in the Office of Human Resources no later than November 30. To the extent possible, requests will be completed within 30 days after receipt in the Office of Human Resources.~~
- B) Position evaluation requests may be submitted when there is a significant change in the impact, working relationships or working conditions of the position and/or a significant change in the accountability, level and difficulty of responsibilities, or knowledge, skills and experience required of the incumbent. Examples of position changes that may trigger position evaluation requests include the following events triggered by the following events:
- 1) Reorganizations resulting in staffing reductions and/or reassignments of job duties and/or responsibilities.
 - 2) Federal, state or other external or internal mandates resulting in significant new position duties resulting in an increased level of responsibility.
 - 3) External grants or contracts imposing recurring additional new duties in an increased level of responsibility.
 - 4) Marginal increases in the position or incumbent factors listed above that would not warrant a reclassification when viewed alone but could result

in a reclassification when considered collectively with other marginal changes over a period of time.

- C) Requests should be acted upon within two weeks of receipt by all upline supervisors, including the Vice President.
- D) Effective date of reclassification (upgrade or downgrade) will be ~~annually (July 1)~~ the first day of the month following approval. ~~Reclassifications resulting from reorganizations in which positions are eliminated, job duties consolidated and personnel cost savings realized, may become effective upon approval by the Office of Human Resources.~~
- E) A Position Evaluation Review Form must be completed and submitted along with a revised Job Description and supporting documentation according to the following procedure:

Step 1: The supervisor must support his/her request by providing the information required in the Justification for Review section and a revised job description showing changes in job duties, minimum requirements, etc. Position Evaluation Review Forms and Job description forms are available in the Office of Human Resources.

Step 2: The next upline supervisor may provide supporting and verifying remarks about the position requirements. The supervisor at this level should ensure that the justification is based on position requirements rather than exceptional performance of the incumbent.

Step 3: Other successive upline supervisors shall concur or not concur with the request. This step is to ensure that the supervisors at all levels are familiar with the position content and that they support the changes which have occurred since the last job description review. Supervisors at this step may wish to add supporting comments.

Step 4: The appropriate vice president indicates his/her support, or nonsupport, of the request. If the vice president supports the request, it should be forwarded to the ~~President's office for signature~~ Office of Human Resources. If the vice president does not support the request, the review process will end and the Position Evaluation Review Form will be returned through downline supervisors to the requestor identified in Step 1. The request requires action – approval or disapproval – through all supervisory levels, including the vice president, within two weeks.

~~Step 5: The President will review the Position Evaluation Review Form for his/her information only.~~

Step 56: The Office of Human Resources will review the form for completeness and, where applicable, will request additional information to support the review. If necessary, the Human Resources Office will then conduct interviews with appropriate persons and/or will visit the work site to audit the work actually being performed by the incumbent. At this step the Office of Human Resources will determine the classification and grade for the position. Once the determination has been made, the appropriate vice president, downline supervisors and incumbent will be informed, in writing, of the decision.

Step 67: Any reclassification request that is disapproved by the Office of Human Resources or approved at a grade less than requested will automatically be reviewed by the Job Reclassification Review Committee. In the event of disagreement between the Office of Human Resources and the Job Reclassification Appeals Committee, the President will make the final determination. ~~The supervisor, with the approval of the vice president, may submit an appeal to the Job Classification Appeals Committee of the classification and grade determined by the Office of Human Resources. The Position Evaluation Review Form must be signed by the vice president and submitted to the Office of Human Resources within 15 working days of the original notification of the position review results by memorandum. The President's action on the recommendation of the Job Classification Appeals Committee shall be final.~~

- F) ~~Recurring funds~~ ~~Monies~~ for reclassifications will come from the annual staff salary pool. Reclassifications that become effective after the final approval of the University's annual budget will be funded on a non-recurring basis by the unit. If funds are not available at the unit level, funding becomes the responsibility of the Vice President for that unit.
- G) In cases where a request for reclassification of an existing vacant position has not been submitted early enough to allow for completion of the reclassification review prior to the desired date of appointment of a person to the position, the person ~~may~~ shall be employed at the position's current classification and rate of pay pending the completion of the position review.
- H) In cases where new/additional duties are assigned to a position as a result of department reorganization resulting in downsizing, and

the Office of Human Resources determines that a reclassification of the position is not warranted, the position incumbent may receive a salary adjustment ~~additional compensation~~ upon approval of the Director of Human Resources.

Evaluation of New Positions

- A) All steps listed in (E) above must be followed.
- B) In cases where a request for classification of a new position is not submitted in a timely manner and where completion of the classification review conflicts with the appointment of a potential candidate, the appointment can not be made until after the classification has been determined.