

**Austin Peay State
University**

**Reclassification of Non-Faculty Personnel/New Position
Requests**

Issued: April 20, 2017

POLICIES

Responsible Official: Vice President for Finance and Administration

Responsible Office: Human Resources

Policy Statement

A commitment to pay equitable and competitive salaries as determined by internal job analyses and external market statistics within the limits of appropriated resources is fundamental to the administration of wages and salaries at Austin Peay State University. It is the intent of the University that the compensation systems attract and retain competent and well-qualified employees

Purpose

This policy establishes the procedures for reclassification requests and the establishment of new positions.

Procedures

**Job Classification/
Compensation Plan**

The University compensation plan shall insure that employees are paid equitably in accordance with the complexities of job duties. Objective market data as determined by the University's peer comparator group serves as a guide to decision making.

Operation of the Plan

The Office of Human Resources provides information and consultative guidance to managers and executive leadership to assist them in making decisions regarding position comparators and in setting market-based pay. Managers are expected to make decisions that are in the best interest of their operating unit and supportive of the University's Strategic Plan.

Exempt/Non-Exempt Status

The University shall conform to the provisions of the Fair Labor Standards Act. Exempt employees (executive, administrative and professional) are not covered by the provisions of the Act, whereas non-exempt employees (support) are covered by the Act. Each status is distinguished from the other by such factors as

salary level, supervisory responsibilities, discretionary authority, and specialized skills and training.

Changes in the exempt/non-exempt status of jobs are the discretionary responsibility of appropriate campus officials.

Procedure for Reclassification

Reclassifications are submitted through the appropriate management chain with the advice and consultative guidance of the Office of Human Resources. Salary changes that result from a reclassification will go into effect at the beginning of the next pay period following approval.

Reclassifications of non-faculty positions can occur if justified by the scope of work being performed and if permanent funding is identified for any associated compensation increase. The steps required for reclassification of a non-faculty position are:

1. All proposals for reclassification on non-faculty positions will be forwarded by the manager of the position for review and approval by the appropriate management chain. The Office of Human Resources will provide information and consultative guidance as needed to assist the manager and affected employee in completing the New Position & Reclassification Questionnaire, completing a new position description, and identifying the appropriate comparator and median salary. The Questionnaire will be attached to a written proposal providing as much detail as possible regarding the significant changes, the reasons for the change, the salary recommendation, and how the change supports the University's Strategic Plan.
2. The proposal must identify the availability of baseline/ongoing funds for the recommended salary. When funding has been identified, the account number or funding strategy will be documented on the request.
3. Each member of the management chain will review the completed questionnaire and may discuss it with the employee and his/her supervisor. The proposal may be amended and resubmitted, or forwarded to the next level of approval. When the [Senior Administrator](#) has approved the proposal, it will be submitted to the Director of Human Resources for implementation.

4. Final funding for reclassification will be coordinated with the Budget Office.
5. Notice of final action will be sent to the department head who will notify the immediate supervisor and the employee.

New Positions

No position should be established, advertised, or filled prior to an evaluation of the position and the identification of the appropriate comparator. All of the steps outlined under the reclassification section should be followed.

Periodic Review and Internal Transfers

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A. Periodic review

Managers are responsible for remaining knowledgeable about the work performed by those they supervise. When the duties and responsibilities of a position change significantly over time, the position should be reviewed for possible reclassification. If this procedure results in a change to a comparator of a higher level, it constitutes an upgrade; a lower level constitutes a downgrade.

When a non-faculty position is changed, the employee's management team will work with the Office of Human Resources to determine the appropriate salary. If the reclassification results in a change to a comparator at a lower level, the new median will be used for future market adjustments. However, the incumbent employee's salary can only be reduced with approval of the Office of Equal Opportunity and Affirmative Action in consultation with the Office of Legal Affairs..

B. Internal Transfers

An internal transfer occurs when an employee is appointed to a newly created or existing open position, with the resulting change to a comparator.

When an employee in a non-faculty position voluntarily transfers to a position with a median lower than that of his/her current position, a salary adjustment may occur. The employee's salary shall normally be adjusted downward to the position median. .

Revision Dates

APSU Policy 5:026 (previously 5:047) – Rev.: April 20, 2017
APSU Policy 5:026 – Rev.: July 12, 2012
APSU Policy 5:026 – Issued: October 21, 2011

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President:
