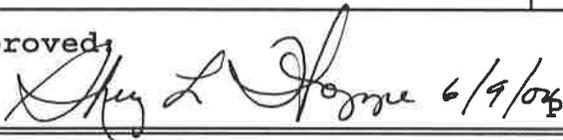


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:047	Supersedes Policy Number: 5:047
Date: June 9, 2000	Dated: July 8, 1997
Subject: Reclassification of Non-Faculty Personnel	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: TBR Wage and Salary Administration Manual
Approved:  6/9/04 President	

Introduction

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 system attract and retain competent and well-qualified employees. Reclassification as used in this policy pertains only to professional and non-exempt employees. Administrative employees at the executive level are not subject to reclassification.

Job Classification/Compensation Plan

The job classification/compensation plans shall insure that employees are classified accurately and paid equitably in accordance with the complexities of job duties. The plans serve as a guide to decision making by which administrators can measure the level, complexity and contribution of a given job relative to all other positions at the University. It is not an employee performance appraisal technique, but a quantitative job evaluation instrument.

Developed by external consultants, the plans includes evaluation factors against which all jobs are measured. Each of the evaluation factors is subdivided into levels to designate required job responsibilities and/or skills. Each level has been assigned an established number of points. The point range is divided into levels for pay purposes. See Appendix A for job

evaluation factors for non-exempt positions and Appendix B for exempt positions.

The classification plan consists of over 250 evaluated position titles and each is designated as exempt or assigned to a non-exempt level. The titles and corresponding level of all clerical and support positions shall be consistent throughout the Tennessee Board of Regents System.

Operation of the Plan

The Office of Human Resources is responsible for operation of the plan. All initial classifications, reclassification of current positions, and job evaluations are exercised by campus administrators and do not require Tennessee Board of Regents' staff approval. However, the approval of the Tennessee Board of Regents is required for the addition of a new permanent position title to the plan, or an adjustment of a classification's evaluated skill level.

Exempt/Non-Exempt Status

It is the intent of the University to conform to the provisions of the Fair Labor Standards Act as amended to apply to public employers and also to conform to the policies and guidelines of the Tennessee Board of Regents.

Exempt employees (executive, administrative and professional) are not covered by the provisions of the Act, whereas non-exempt employees (clerical and support) are. 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. Such changes, when determined, shall be reported promptly to Tennessee Board of Regents' staff.

Procedure for Reclassification

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

1. All requests for classification evaluations on non-faculty positions will be forwarded by Department Heads through their Division Head to the Office of Human Resources. (Division Heads are defined as the President;

Vice Presidents for Academic Affairs, Finance and Administration, Student Affairs, Development and University Relations; and the Director of Athletics.) The request will be prepared by the Department Head and will provide as much detail as possible, stating the significant changes along with the reasons for the change.

2. The Division Head must identify baseline/ongoing funds for the reclassification study. When funding has been identified, the account number or funding strategy will be documented on the request and forwarded to Human Resources. Once the form has been received with an appropriate funding source, the Office of Human Resources will schedule time to conduct the study.
3. The Office of Human Resources will provide a Job Analysis Questionnaire to the employee for completion. After completion, the employee will forward the questionnaire to his/her supervisor. The supervisor will review the employee's submission and complete the supervisor's part of the questionnaire. The completed questionnaire will then be returned to Human Resources.
4. The Assistant Director of Human Resources will review the completed questionnaire and discuss it with the employee and his/her supervisor. A recommendation with appropriate documentation will be submitted to the Director of Human Resources for review.
5. If reclassification is recommended by the Office of Human Resources, final funding will be coordinated with the Budget Office so that funds can be reallocated. The questionnaire and supporting documentation will then be submitted to the President for final approval.
6. Notice of final action will be sent to the Department Head who will notify the immediate supervisor and the employee.

An employee has the right to request a classification study for his/her position. The employee must submit a written request to the Department Head for the review. In such cases, the same procedures outlined in the six steps above will be followed. When the Department Head receives the request from the employee, it will be forwarded to the Division Head for funding considerations. It is the intent of this policy to allow reclassification requests by employees. Even if there are disagreements with the request, it should always be forwarded to Human Resources which will act as an impartial third party and conduct the review. An employee's job will not be reviewed within three years of the last review unless

a significant change in position responsibility and duties has occurred and been documented in writing by the Division Head.

New Positions

No position should be established, advertised, or filled prior to an evaluation of the position and the establishment of a skill level to insure proper classification within the plan. A New Position Form and a Personnel Request Form should be completed and forwarded through proper channels to the Human Resources Office. All steps outlined under the reclassification section shall be followed except that the supervisor shall complete the questionnaire.

Salary Schedules

Non-exempt salary schedules are developed by means of periodic market analyses which survey locally recognized competitors of each Tennessee Board of Regents' institution. Separate schedules are established for each of the nine Development Districts within the state in conjunction with recommendations and input from the Tennessee Board of Regents' institutions within each district.

Newly hired non-exempt employees are normally paid at the minimum rate in the skill level corresponding to their job classification. Exceptions to pay above this rate must be justified in writing and submitted through the appropriate Division Head for approval.

When an employee reaches the maximum salary in his/her skill level, no annual salary increase will be given unless an exception is granted by the President, mandated by legislative action, or results from increases in the development district's salary schedule. These employees as well as all eligible employees shall continue to receive longevity payments each year for the primary purpose of rewarding long service to the institution.

Reclassifications, Internal Transfers, and Updates

A. Reclassifications

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 classification of a higher level, it constitutes an upgrade; a lower level constitutes a downgrade.

When a non-exempt position is upgraded, the incumbent's salary shall not be less than the minimum of the new classification level or a 3% increase, whichever is greater. If reclassification results in a position at the same level, the employee's salary shall not be adjusted. If the reclassification results in a position

to a lower level, the salary will not be adjusted downward. However, during subsequent salary increase programs, the salary increase shall be gauged so as to bring the incumbent in line with individuals at the same classification level eventually.

B. Internal Transfers

An internal transfer occurs when an employee is appointed to a newly created or existing open position. In all cases, it shall be the responsibility of the employee's new department to find a salary differential, not the originating department.

A lateral transfer occurs when a non-exempt employee is appointed to a position that is in the same classification level as the one from which he/she is transferring. In these instances, no salary adjustment shall be made. The vacated position will be advertised following the University's employment procedures policy.

When a non-exempt employee transfers to a position in a higher skill level than the position he/she is vacating, the employee may receive a salary adjustment. The salary shall not be less than the minimum of the new classification level or a 3% increase, whichever is greater.

When a non-exempt employee voluntarily transfers to a position in a classification level lower than that of his/her current position, a salary adjustment may occur. The employee's salary shall normally be adjusted downward to the same relative position in the classification level of the new job as his/her salary was to the skill level in the old job.

Updates

In order to maintain a competitive salary structure, the classification chart is updated each fiscal year (July) to reflect the cost-of-living increase as mandated by the Tennessee Board of Regents. Job descriptions will be reviewed annually by the employee and his/her supervisor during the evaluation process. If significant changes have occurred in the position, then the steps under the reclassification section shall be followed.

APPENDIX A - NON-EXEMPT JOB EVALUATION FACTORS

- (1) Job Related Background and Preparation - job related knowledge, skills and abilities required to achieve average proficiency in the total job levels 1-9.
- (2) Physical Demands - the amount and type of physical effort and energy expended - levels 1-5.
- (3) Supervision Received - the kind of supervision the job being evaluated receives from a source of supervision - levels 1-5.
- (4) Supervision Given - recognizes the kind of supervision the job being evaluated gives to subordinate workers - levels 1-4.
- (5) Consequence of Errors - the scope of impact, magnitude and possible losses that can directly result from errors in the job being evaluated - levels 1-4.
- (6) Hazards - the probability of health and/or accident hazards encountered in the job being evaluated even though all required safety measures have been taken - levels 1-4.
- (7) Judgment - the process of selecting or recommending a course of action by analysis and appraisal of alternatives that is required in the job being evaluated - levels 1-5.
- (8) Personal Contacts - extent to which the job being evaluated is required to contact, work with or influence people other than subordinates - levels 1-5.
- (9) Working Conditions - unusual working conditions under which the job being evaluated must be performed - levels 1-5.

APPENDIX B - EXEMPT JOB EVALUATION FACTORS

- (1) Knowledge/Education - refers to the special knowledge and/or skills which are basic to a particular position and are a necessary requirement in order to meet "minimum qualifications." These knowledge/skills may be acquired by formal education or training, on-the-job experience, self-study or any combination of these.
- (2) Experience - refers to the amount of prior experience that is necessary for an employee to be able to perform the assigned duties and responsibilities in a proficient manner within a reasonable time frame for learning the specific position. The experience may be acquired either within or outside the institution. This factor refers to the amount of experience normally required in addition to any formal education, specialized training, or on-the-job experience which is evaluated in Factor 1.
- (3) Judgment - refers to position requirements in terms of the difficulty and complexity of decisions. It measures requirements for planning, creating new ideas or methods, and independent action.
- (4) Supervision Received - refers to the amount and type of supervision received and the character of that supervision. It appraises the degree to which the immediate supervisor outlines the methods to be followed or the results to be attained, checks the progress of the work or handles exceptional cases. Consideration is given to the place this position occupies on an organization chart and the extent to which accountability for results goes with the position measured in terms of responsibility for costs, methods, results and/or personnel.
- (5) Impact of Errors - refers to the effect of errors on the department or institution. Considers the probable effect of errors based on the degree to which the work is verified or checked. Considers the probable monetary loss, impact on institution functions and/or objectives, and loss of goodwill.
- (6) Contacts (Type) - refers to the type of normal and regular face-to-face contacts and telephone dialogue with individuals not in the supervisory chain. In rating this factor, consider what is required to make the initial contact and the setting in which the contact takes place. Above the lower level, point should only be credited for contacts which are required for the successful performance of the work and which have a definite impact on the difficulty of the work performed.

- (7) **Contacts (Purpose)** - refers to the purpose of personal contacts which may range from exchange of factual information to situations involving significant or controversial issues and differing viewpoints, goals or objectives.
- (8) **Records and Reports** - measures the requirement or responsibility for regularly gathering, recording, and preparing informational data for records, reports, or for other purposes, and/or for maintaining, reviewing, approving, and presenting operational, financial, technical, or personnel records and reports. The determination of the proper level for records and reports responsibility is based on the extent, volume and importance of the work involved in the processing, or supervising the processing of such records and reports. Also considered is the nature of the reports and records and their complexity.
- (9) **Institutional Data** - refers to the integrity and discretion required in safeguarding institutional data which is handled or obtained during the normal performance of duties. The character of the data is considered here as is the degree to which the incumbent must go to protect the integrity of the data. The significance of the data to anyone in the position must be considered along with the occasion for disclosure and whether disclosure would affect internal relationships only or external relationships.
- (10) **Supervision Given** - measures the degree or kind of supervisory responsibility involved in a position for or over at least two (2) regular institution employees, or their equivalent. Consider the degree to which accountability for results goes with the position. No credit is given for supervising student workers.