


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:047	Supersedes Policy Number:
Date: February 20, 1989	Dated:
Subject: Reclassification of Clerical and Support Positions	
Initiating Authority: Vice President for Finance and Administration	SBR Policy/Guideline Reference: SBR Wage and Salary Administration Manual
Approved:  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.

Job Classification/Compensation Plan

The non-exempt job classification/compensation plan shall insure that employees are classified accurately and paid equitably in accordance with the complexities of their job duties. The plan serves as a guide to decision making by which administrators can measure the worth 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 plan includes nine evaluation factors against which all clerical and support (classified) jobs are measured. Each of the nine evaluation factors is subdivided into levels to designate required job responsibilities and/or skills. Each skill level has been assigned an established number of points. The point range is divided into nine skill levels for pay purposes with skill level nine being the highest pay grade. See Appendix A for job evaluation factors.

The classification plan consists of over 250 evaluated position titles and each is assigned to a skill level. The titles and corresponding skill level of all clerical and support positions shall be consistent throughout the State Board of Regents System.

Operation of the Plan

The Personnel Office 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 State Board of Regents' staff approval. However, the approval of the State 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 State 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 State Board of Regents' staff.

Procedure for Reclassification

Six steps required for reclassification of a clerical and support position follow:

1. A memorandum of justification shall be prepared by the immediate supervisor. This communication shall provide as much detail as possible, stating the significant changes along with the reason for this change. This communication shall be submitted to the appropriate dean/director and vice president for approval.
2. After approval by the vice president, the request shall be forwarded to the Personnel Office.
3. The Personnel Office shall provide a Job Analysis Questionnaire (Appendix B) to the employee for completion. The supervisor shall complete the back page

of the questionnaire and return the completed form to the Personnel Office.

4. The Employment Manager shall review the completed questionnaire and discuss it with the employee. Recommendation with appropriate documentation shall be submitted to the Director of Personnel for review.
5. If reclassification is recommended by the Personnel Office, the questionnaire and supporting documentation shall be submitted through the Vice President for Finance and Administration to the President for final approval.
6. Notice of final action shall be sent to the supervisor. Interim funding for any salary increase shall be the responsibility of the requesting department.

New Positions

No position should be 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 (Appendix C) and a Personnel Request form (Appendix D) should be completed and forwarded through proper channels to the Personnel Office. All steps outlined under the reclassification section shall be followed except that the supervisor shall complete the questionnaire.

Salary Schedules

Salary schedules are developed by means of periodic market analyses which survey locally recognized competitors of each State 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 State 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 Vice President for Finance and Administration to the President 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 skill level, it constitutes an upgrade; a lower skill level, constitutes a downgrade.

When a position is upgraded, the incumbent's salary shall not be less than the minimum of the new skill level. If reclassification results in a position at the same skill level or lower, the employee's salary shall not be adjusted.

B. Internal Transfers

An internal transfer occurs when an employee is appointed to a newly created or existing open position.

A lateral transfer occurs when an employee is appointed to a position that is in the same skill level as the one from which he/she is transferring. In these instances, no salary adjustment shall be made; however, budgeted availability of funds and relative salaries in the department will determine the actual salary. The vacated position will be advertised following the University's employment procedures policy.

When an 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 skill level. In the event the employee's former salary is above the minimum of the skill level, availability of funds in the department will be the determining factor for the employee's salary.

When an employee voluntarily transfers to a position in a skill 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 skill level of the new job as their salary was to the skill level in the old job. However, if adequate funds have not been budgeted above the entry level for the position, the employee must accept a salary at the budgeted level.

Updates

In order to maintain a competitive salary structure, the skill level chart is updated each fiscal year (July) to reflect the cost-of-living increase as mandated by the State 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 - 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.

**AUSTIN PEAY STATE UNIVERSITY
CLARKSVILLE, TENNESSEE 37040**

JOB ANALYSIS QUESTIONNAIRE

This is a job analysis questionnaire. It is not concerned with your work performance or your qualifications. It is concerned with your responsibilities and the tasks you perform.

This questionnaire will help us determine the appropriate class and level for your job. Jobs with like duties and responsibilities and requiring similar knowledge, skills, and abilities will be grouped together into classes. All classes will be evaluated on the basis of the established classification plan.

The classification plan is used as the basis for sound practices in selection, promotion, and transfer, and for uniform and equitable compensation standards. It is essential that the plan be accurate and fair. Therefore, detailed and exact information about the duties and responsibilities of each position is necessary.

PART I

TO THE EMPLOYEE

You are the best person to provide information about your job. You know the exact tasks you perform and your responsibilities. Consequently, you are asked to fill in this job analysis questionnaire.

In some cases, interviews will be held with supervisors and employees to add to our knowledge or understanding of your job.

However, the information provided by you on your job analysis questionnaire will be very important in determining in which class your position belongs.

Although the items to be completed by you are generally self explanatory, the following instructions will help you in completing this form. Please read them carefully.

ITEMS 1 - 3 -- Print or type your name and social security number

ITEM 4 -- Enter the name of your department.

ITEM 5 -- Enter the name of your department head.

ITEM 6 -- Enter information on work location by building and room.

ITEM 7 -- Enter title of your present classification.

ITEM 8 -- This statement should summarize the general function and purpose of your job. Do not try to give a detailed description of your job in this statement.

ITEM 9 -- This, the most important question on the form is where you tell in detail what you do. Each kind of work that you do in a logical sequence, either from most time-consuming to least time-consuming, or if the same duties are generally performed daily, in the order in which they are performed. It is necessary that you estimate the percentage of your time spent on each of the tasks. It may be difficult, but you are in a better position to do this than anyone else. In some cases it may be easier to show how your time is spent by citing the number of hours a day or week spent on each task, and this is also acceptable. If forms you use or other explanatory material are needed to describe your job, attach them, being careful to explain how it relates to your job. Do not attach copies of such material unless you feel they are needed to describe your work. Make your description so clear that anyone who reads your answer, even if he knows nothing about your job, will understand what you do. Be as specific as you possibly can.

ITEM 10-15 -- These questions are designed to help us gather information on your job as it relates to specific factors used to help evaluate your job. Be specific and cite examples when it will help clarify your answer.

PART II

TO THE SUPERVISOR

Review each employee's questionnaire carefully to see that it is accurate and complete.

The employee's supervisor should fill out item number 17 through 24. A supervisor should not fill in these items for employees he directs through subordinates but only for those to whom he assigns work directly.

ITEM 17 -- Indicate any exceptions to the employee's statement, but do not make any changes to them.

ITEM 18-19 -- Briefly describe the function of the unit and the position.

ITEM 20 -- In answering this question, consider what tasks and responsibilities this position has lost, as well as those that have been added.

ITEM 21 -- In this item list the education and experience you feel is essential for a person to be hired for this position.

ITEM 22 -- List any qualifications that may not be essential to be hired for this job, but may be desirable.

ITEM 23 -- In this item estimate how long it would take the average employee to perform the job independently.

2. POSITION NO.	3. SOCIAL SECURITY NO.
1. NAME (LAST, FIRST, MIDDLE) (Print or Type in Capital Letters)	

4. Department

5. Department Head

6. Work Location: Bldg.

Room

7. Present Classification

8. **GENERAL SUMMARY:** Briefly summarize what you do on your job and the major purpose of your job.

Percentage
of
Time

9. **JOB TASKS:**

List the various tasks that you do on your job. Try to describe these tasks in such a way as to be clear to someone who is not familiar with your work. Cite examples where appropriate. Number each task and estimate the percent of your time that each task takes. Use an additional sheet of paper if necessary.

9a. Which of the task(s) cited above do you consider to be the most responsible? (respond with the task number(s) from above)

10. List names and class of employees under your immediate supervision (If there are more than ten, list only titles of classes and the number of employees in each class).

11. What is the nature and extent of the check or review of your work? Are your tasks covered by procedural manuals or other guidelines?

12. Indicate the chances for and consequences of errors on your part. How would the error be detected? How soon? Cite specific examples.

13. Describe any contact (personal, on phone, or by letter) you make with persons other than your supervisors or subordinates. Indicate the frequency and reasons for these contacts.

14. Indicate any other factors or aspects of your job that should be considered in evaluating or comparing your position with others. For example, working conditions, work hazards and physical effort required.

15. State the kinds and frequency of use of any equipment or material used on your job. (For example; office machines, motorized vehicles, laboratory equipment, power tools, etc.)

16. I certify that the above answers are my own and are accurate and complete.

Signature

Date

TO BE FILLED OUT BY THE IMMEDIATE SUPERVISOR

17. Indicate any exceptions or additions to the statements of the employees.

18. What is the general function of the unit?

19. What is the general function of this position? (a brief summary statement of duties)

20. How has this position changed since last review? (cite additions and deletions)

21. What do you consider the minimum experience, education, and/or specialized training, required to be hired for this job?

A. EDUCATION REQUIREMENTS

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Elementary | <input type="checkbox"/> 4 yr. degree |
| <input type="checkbox"/> 8th grade | <input type="checkbox"/> Master's degree |
| <input type="checkbox"/> High School | <input type="checkbox"/> Other formal education |
| <input type="checkbox"/> 2 yr. degree | Major Area of Study: |

B. SPECIAL LICENSES, REGISTRATION OR CERTIFICATIONS REQUIRED

C. LENGTH AND TYPE OF EXPERIENCE

22. Any additional desirable qualifications?

23. Assuming someone had the above minimum qualifications, how long would it take the employee to independently perform the duties of this position?

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> 1 week or less | <input type="checkbox"/> 3-6 months | <input type="checkbox"/> 2-3 years |
| <input type="checkbox"/> 8-30 days | <input type="checkbox"/> 6-12 months | <input type="checkbox"/> 3-5 years |
| <input type="checkbox"/> 1-3 months | <input type="checkbox"/> 1-2 years | <input type="checkbox"/> more than 5 years |

24. I certify that the entries on these pages are accurate and complete

Date

Signature

TO BE FILLED OUT BY THE PERSONNEL OFFICE

Classification Assigned

By

Date Effective

REQUEST FOR NEW PERSONNEL POSITION
TO BE ESTABLISHED

1. Proposed title:
2. Recommended rate of pay:
3. Source of funds (account number):
4. Effective date:
5. Justification for establishing position:*
6. Existing position to be abolished: Yes _____ No _____
If yes
A. Budget Account: _____ Position No. _____
B. Justification for abolishment:*
7. Attach job description, including education and experience considered necessary to perform duties and list of duties.

(1) _____
Departmental Budget Administrator Date

(4) _____
Budget Director Date

(2) _____
Dean/Director Date

(5) _____
Payroll/Personnel Director Date

(3) _____
Vice President (or other senior administrator) Date

(6) _____
President Date

*Attach separate sheet if necessary.

AUSTIN PEAY STATE UNIVERSITY
PERSONNEL REQUEST FORM

TO: _____ Dean, Director or Manager
 _____ Vice President
 _____ Personnel Officer

DATE: _____

1. It is requested that budget position No. _____, Account No. _____,
Title _____, be filled effective _____,
() Position (was) (will be) vacated by _____,
Reason: _____
Last day worked: _____, Last day paid: _____,
() Position was not previously filled.
2. This position will be:
() Permanent; () Temporary _____
(indicate No. of days, weeks or months)
() Full time; () Part time _____
(indicate percentage of full time)
3. Recommended salary per salary schedule is \$ _____ per () Year,
() Month, () Semi-month, or () Hour.

Signature of Originator

Signature of Dean, Director, or Manager

Signature of Vice President

Budget Director

Please list below specific characteristics, requirements, and experience desired in this position.

PERSONNEL OFFICE ONLY

Name of Referral	Date	Final Action
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Pre-Interview Affirmative Action Review:

Affirmative Action Officer

Personnel Officer Review:

Personnel Officer

Remarks: I certify that in my opinion affirmative action procedures have been followed.

Affirmative Action Officer

Appendix E

AUSTIN PEAY STATE UNIVERSITY

1988-89

SKILL LEVEL CHART

SEMI-MONTHLY

	<u>Low Probationary Rate</u>	<u>Post Probationary Rate</u>	<u>High</u>
Level 1 Semi-Monthly	383.50	395.01	565.50

CUSTODIAN

UTILITY WORKER

AUSTIN PEAY STATE UNIVERSITY

1988-89

SKILL LEVEL CHART

SEMI-MONTHLY RATES

	<u>Low Probationary Rate</u>	<u>Post Probationary Rate</u>	<u>High</u>
Level 2 Semi-monthly	393.25	405.05	592.58

CUSTODIAL LEAD WORKER

DISPATCHER

AUSTIN PEAY STATE UNIVERSITY

1988-89

SKILL LEVEL CHART

SEMI-MONTHLY RATES

	Low Probationary Rate	Post Probationary Rate	High
Level 3 Semi-monthly	432.25	445.22	653.25

ASSISTANT BOOKSTORE MANAGER

CUSTODIAL FOREMAN

GROUNDS FOREMAN

HOUSEKEEPER

INVENTORY CLERK

LIBRARY ASSISTANT 1

POSTAL CLERK

PURCHASING CLERK

SECRETARY 1

STORES CLERK

UTILITY WORKER/DRIVER

WATCHKEEPER

AUSTIN PEAY STATE UNIVERSITY

1988-89

SKILL LEVEL CHART

SEMI-MONTHLY RATES

	<u>Low Probationary Rate</u>	<u>Post Probationary Rate</u>	<u>High</u>
Level 4 Semi-monthly	475.58	489.85	719.33

ACCOUNT CLERK I

ADMISSIONS AND RECORDS CLERK

BOILER OPERATOR

BOOK ORDERING CLERK

CASHIER

COURSE INFORMATION CLERK

FINANCIAL AID CLERK

LIBRARY ASSISTANT 2

MAINTENANCE UTILITY WORKER

PAYROLL CLERK

SECRETARY 2

SHIPPING AND RECEIVING CLERK

AUSTIN PEAY STATE UNIVERSITY

1988-89

SKILL LEVEL CHART

SEMI-MONTHLY RATES

	<u>Low Probationary Rate</u>	<u>Post Probationary Rate</u>	<u>High</u>
Level 5 Semi-monthly	547.08	563.50	829.83

ACCOUNT CLERK 2

ADMISSIONS & RECORDS LEAD WORKER

AUTOMOTIVE MECHANIC

CARPENTER

CERTIFICATION ANALYST 1

COMPUTER OPERATOR

OFFSET PRESS OPERATOR

PAINTER

PERSONNEL ASSISTANT

SECRETARY 3

SECURITY OFFICER 1

TECHNICAL CLERK

TESTING TECHNICIAN 2

WORD PROCESSING LEAD WORKER

AUSTIN PEAY STATE UNIVERSITY

1988-89

SKILL LEVEL CHART

SEMI-MONTHLY RATES

	<u>Low Probationary Rate</u>	<u>Post Probationary Rate</u>	<u>High</u>
Level 6 Semi-Monthly	603.42	621.52	914.33

ACCOUNT CLERK 3

ACCOUNT CLERK SUPERVISOR

AIR CONDITIONING/HEATING MECHANIC

ELECTRICIAN

EXECUTIVE AIDE

HEAD CASHIER

MAINTENANCE LEAD WORKER

MAINTENANCE MECHANIC

OFFICE SUPERVISOR

PAINTER LEAD WORKER

POSTAL SERVICE SUPERVISOR

SECURITY OFFICER 2

SHOP TECHNICIAN

TRANSCRIPT ANALYST

AUSTIN PEAY STATE UNIVERSITY

1988-89

SKILL LEVEL CHART

SEMI-MONTHLY RATES

	<u>Low Probationary Rate</u>	<u>Post Probationary Rate</u>	<u>High</u>
Level 7 Semi-monthly	663.00	682.89	1006.42

EXECUTIVE SECRETARY

SECURITY OFFICER 3

AUSTIN PEAY STATE UNIVERSITY

1988-89

SKILL LEVEL CHART

SEMI-MONTHLY RATES

	<u>Low Probationary Rate</u>	<u>Post Probationary Rate</u>	<u>High</u>
Level 8 Semi-monthly	731.25	753.19	1109.33

AUSTIN PEAY STATE UNIVERSITY

1988-89

40-HOUR WEEK - SKILL LEVEL CHART

SEMI-MONTHLY RATES

	<u>Low Probationary Rate</u>	<u>Post Probationary Rate</u>	<u>High</u>
Level 2 Semi-monthly	419.25	430.71	632.67

DISPATCHER

AUSTIN PEAY STATE UNIVERSITY

1988-89

40-HOUR WEEK - SKILL LEVEL CHART

SEMI-MONTHLY RATES

	<u>Low Probationary Rate</u>	<u>Post Probationary Rate</u>	<u>High</u>
Level 4 Semi-monthly	507.00	522.21	765.92

BOILER OPERATOR

AUSTIN PEAY STATE UNIVERSITY

1988-89

40-HOUR WEEK - SKILL LEVEL CHART

SEMI-MONTHLY RATES

	<u>Low Probationary Rate</u>	<u>Post Probationary Rate</u>	<u>High</u>
Level 5 Semi-monthly	585.00	602.55	886.17

SECURITY OFFICER 1

AUSTIN PEAY STATE UNIVERSITY

1988-89

40-HOUR WEEK - SKILL LEVEL CHART

SEMI-MONTHLY RATES

	<u>Low Probationary Rate</u>	<u>Post Probationary Rate</u>	<u>High</u>
Level 6 Semi-monthly	643.50	662.81	976.08

SECURITY OFFICER 2

AUSTIN PEAY STATE UNIVERSITY

1988-89

40-HOUR WEEK - SKILL LEVEL CHART

SEMI-MONTHLY RATES

	<u>Low Probationary Rate</u>	<u>Post Probationary Rate</u>	<u>High</u>
Level 7 Semi-monthly	707.42	728.64	1073.58

SECURITY OFFICER 3