

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5:047	Supersedes Policy Number: 5:047
Date: July 12, 2012	Dated: October 21, 2011
Subject: Reclassification of Non-Faculty Personnel/New Position Requests	Mandatory Review Date: July 12, 2017
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: TBR Wage and Salary
Approved:	President: signature on file

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 systems 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. Any request constituting an exception to this policy must be submitted to the appropriate Senior Administrator* for submission to and consideration for approval by the President.

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 include 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. 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.

* Those University Officers designated by the University as Senior Administrators are listed at http://www.apsu.edu/policy/Sen_Admin.htm

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 support 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 are submitted through the Office of Human Resources. Salary increases 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 level 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 requests for classification evaluations on non-faculty positions will be forwarded by department heads through their senior administrator* to the Office of Human Resources. The request (New Position & Reclassification Questionnaire) 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 department head must establish the availability of baseline/ongoing funds for the affected position. 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.

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3. The Office 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 and Senior Administrator* for review and approval.
4. 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 Senior Administrator* for final approval.
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 establishment of a skill level to insure proper classification within the plan. A New Position & Reclassification Questionnaire should be completed and forwarded through proper channels to the Office of Human Resources. All steps outlined under the reclassification section shall be followed.

Salary Schedules

Salary schedules for exempt and non-exempt employees are developed by means of periodic market analyses which will include information obtained from CUPA-HR, the Bureau of Labor Statistics, and the Clarksville Chamber of Commerce.

Newly hired employees are normally paid per procedures outlined in the compensation plan.

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.

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When a non-faculty position is upgraded, the incumbent's salary shall be the higher of five percent (5%) pay increase per level or entry into the new level, whichever is greater. If reclassification results in a position title 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 eventually bring the incumbent in line with individuals at the same classification level.

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 an employee in a non-faculty position 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 an employee in a non-faculty position 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.