

Process of Classification or Reclassification of a Non-Exempt Position

I. The classification or reclassification of a non-exempt position is initiated in one of three situations.

1. Creation of a new position;
2. Increase/Decrease in the job duties of a current position;
3. Vacancy occurs for a position which does not have an up-to-date job description

II. Process of classifying or reclassifying a position:

1. Begins with the supervisor. The supervisor/manager completes a position analysis form and attaches a revised job description for the position.
2. The completed position analysis form, which must have divisional VP approval, and the revised job description are forwarded to Human Resources.

III. After receipt of the completed paperwork, HR completes the following steps:

1. HR meets one-on-one with the current incumbent.
2. If there is no current incumbent in the position, HR will meet with the supervisor to gather more information.
3. Upon completion of the one-on-one meeting, HR evaluates and classifies the position based on the information contained in the position analysis form, revised job description and the information obtained from the one on one meeting.
4. Points will be assigned to each factor.
5. Points are then totaled for all factors and a grade will be assigned based on the total points. The total number of points will determine what grade range is assigned to the position.
6. HR will then conduct a review of the final evaluation and come to a consensus on the final grade for the position.
7. The supervisor/manager is notified of the outcome of the classification or reclassification in writing or via e-mail.
8. If, for some reason, the manager/supervisor does not agree with the final evaluation, a request for an appeal can be made to HR to discuss the evaluation.

Human Resources makes every effort to complete the steps listed above as soon as possible after receipt of the completed paperwork.