

# IOWA STATE UNIVERSITY

## UNIVERSITY HUMAN RESOURCES | CLASSIFICATION AND COMPENSATION

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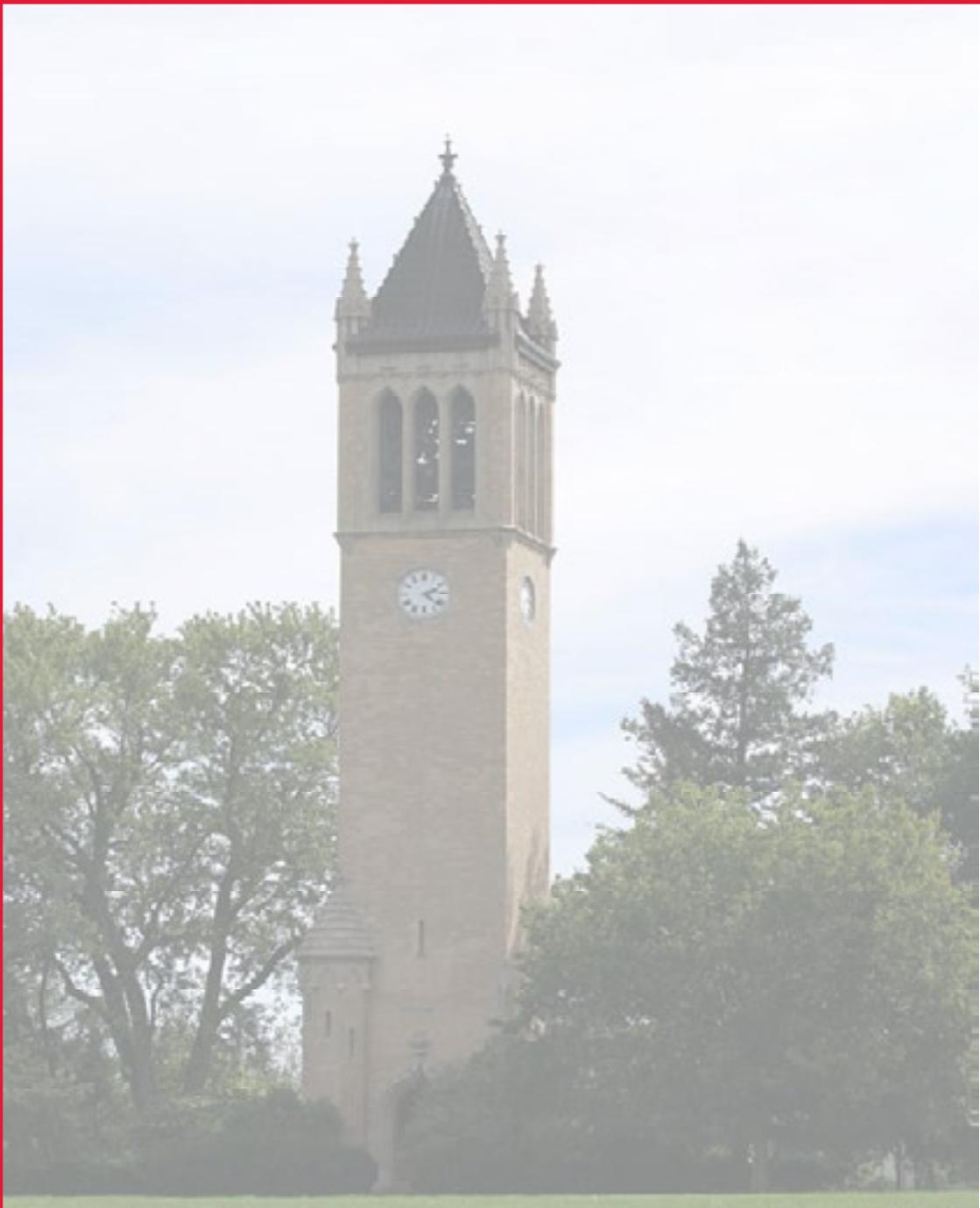
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# RECLASSIFICATION GUIDELINES

BEARDSHEAR HALL

515-294-4800

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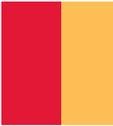


## PURPOSE AND SCOPE

This guide provides direction to College/Division HR Liaisons, department administrative staff, direct supervisors and staff for the requirements and process of position reclassification within Iowa State University. The processes outlined in this document cover Professional and Scientific (P&S) to P&S and Merit to P&S reclassifications.

This guide may not include all situations or circumstances and therefore should not be relied upon as the sole source of advice. Supervisors and staff are encouraged to consult their College/Division HR Liaison about inquiries regarding position reclassification and the different steps to the process.

These guidelines are in support of the reclassification policy located in the Policy Library.



## DEFINITIONS

**Classification Determination** is the outcome of the analysis process that results in the allocation of a pay grade level to a position.

**Comparable position** is comparable to the position under review in its functions, responsibilities and accountabilities, direct supervisor responsibilities, and/or organizational hierarchy and scope.

**Desk Audit** is an opportunity for the incumbent to describe the duties and responsibilities of their position and provide illustrative examples.

**External reclassification review** is an analysis of the reclassification submitted to the Board of Regents, State of Iowa.

**Direct supervisor** is to whom an incumbent directly reports and completes the incumbent's annual performance evaluation.

**Incumbent** is an employee who has been appointed to the position under review on a continuous basis or a fixed term.

**Internal reclassification review** is a review of the initial analysis process undertaken by University Human Resources, to determine if reclassification is warranted.

**Job Analysis** is the process used to measure the relative worth of positions within an organization at a point in time.

**PeopleAdmin** is an electronic system used to gather and store position information.

**Position Description (PD)** is an approved University document which outlines the primary accountabilities and responsibilities of a position and the essential and desirable criteria required to undertake the position.

**Reclassification** is a change in classification due to an up, down, or lateral pay grade change.

**Work Value** is assessed by measuring the work content or the relative worth of the position in achieving an organization's objectives. It is assessed by considering a number of factors including the duties and responsibilities, essential requirements, qualifications, experience, and skills required to perform the duties of the position. Work value principles require that there be a significant net increase in the work value of a position before an increase in classification level would be warranted. It is not sufficient that there be a mere change in the work. The value of the change must be significant.

**Work Volume** is the workload or amount of work undertaken and should not be confused with work value.



## GENERAL INFORMATION

Positions within an organizational unit should be evaluated in the order from the highest-level in the structure down to the lowest (i.e. management positions should be evaluated first before subordinate positions). It is important that University Human Resources are made aware of all changes that are occurring in the organizational unit in order to effectively evaluate positions.

Reclassification submissions may not be accepted when the work area may be affected by upcoming change or reorganization. All requests must be considered in the context of the overall change proposed. If a College/Division has questions, please contact UHR Classification and Compensation prior to submitting a reclassification request.



## INFORMATION FOR DIRECT SUPERVISORS AND STAFF

The analysis of the work value of a position is the measure of the relative worth of positions within an organization at a point in time. This means that University Human Resources Classification and Compensation compares the work that is performed not only to similar jobs, but also on a scale that encompasses all professional and scientific positions at Iowa State University.

University Human Resources determines the pay grade level and classification, based on duties, job factors, and the essential requirements of:

- Any new or vacant position
- Current position or groups of positions

Submissions for reclassification of a position(s) may be made by the direct supervisor or an incumbent(s) who occupies the position or group of positions.

The incumbent may submit a request for a position reclassification review with or without the support of the unit. However, the direct supervisor is required to certify the accuracy of the position description (PD). The College/Division HR Liaison, on behalf of the Dean/VP/SVP/President is expected to review the PD and submit it to UHR for the job analysis.

An *incumbent* may submit their PD for reclassification no more than once every twenty-four (24) months, unless otherwise authorized by the Associate Vice President for University Human Resources.

Direct supervisors are also eligible to submit requests for position reclassification for positions which fall under their direct management. Where the direct supervisor initiates a reclassification process, there is no requirement to gain the incumbent's agreement to the PD although it is encouraged to have a discussion regarding the document with the incumbent.

The *direct supervisor* may submit a request for reclassification of a position at any time the supervised incumbent has been performing at a higher level for a minimum of six (6) months.



## JOB ANALYSIS PROCESS

Existing positions require formal analysis for possible reclassification when there have been significant changes to the position that are deemed to be ongoing in nature and may have resulted in a significant increase in the work value of the position.

To ensure consistency and equity in the classification process, UHR uses several tools to make an overall analysis of the classification of a position. (i.e.: previously approved PD, proposed PD, point-count, etc.)



## SCOPE OF WORK VALUE ANALYSIS

Changes in a position may result from the duties and responsibilities having significantly evolved over time including new duties or a redistribution of duties within a work area.

UHR will determine the appropriate pay grade level and classification of a position by undertaking an overall analysis of the following:

- Consideration of the position in relation to the work being performed.
- Changes to the position taking into consideration the duties, responsibilities, supervision, essential requirements, and organizational hierarchy of the role.
- Comparable positions to ensure equity and consistency in measurement of work value within the unit and across the university.
- The ongoing nature of the changes to the duties, responsibilities, and essential requirements.

All of the above factors are considered when making an overall analysis of work value – one factor alone is unlikely to demonstrate an increase in the relative worth of a position.



## OUTSIDE CONSIDERATIONS

The following factors or circumstances **ARE NOT** valid considerations in the analysis of work value:

- The incumbent's performance in the position.
- Length of service or time in the position.
- Education beyond the minimum required education of the classification.
- Knowledge, skills, and abilities (KSAs) the incumbent may have that are not directly relevant to the position under review.
- Anomalies and inequities in terms of other positions within Iowa State University.
- Short term duties performed in addition to the incumbent's regular position description duties; a one-off or project is **not** considered as a basis for reclassification. This situation should be reviewed in accordance with the options available under the *Special Assignment* procedures or *Extra-Meritorious Performance Pay Program*. (See Related Information)
- Mechanism for retention of incumbent.
- An increase in the work volume alone is not considered the basis for reclassification; there must be a demonstrated change and increase in work value.



## INCUMBENT ELIGIBILITY

In order to be eligible to submit a position for reclassification, an incumbent must:

- Be employed in a P&S or Merit position.
- Be employed on either a continuous appointment or fixed-term contract, on a part-time or full-time basis.
- Be performing 100% of the duties as written for a minimum of six (6) months prior to initiating the reclassification request.
- Meet the minimum qualifications of the requested classification.



## **MERIT TO P&S RECLASSIFICATION**

When a Merit position is requesting to be reclassified to a Professional and Scientific position, a new P&S position will need to be created. UHR Class/Comp promotes a best practices of contacting your College/Division Human Resource Liaison and completing the request in a PA7 Blueprint prior to entering the request into the system.



## **SUBMISSION FOR A POSITION RECLASSIFICATION**

Reclassification requests can be submitted by:

- Incumbent
- Direct supervisor
- Department, as part of a reorganization plan



## STEPS FOR REQUESTS FOR SUBMITTING A RECLASSIFICATION

### *Step 1: Discussion*

If there have been significant ongoing changes to the position duties and responsibilities, this may result in a change in the work value of the position and possibility of the need for reclassification. Contact your College/Division HR Liaison or designee to discuss updating your Position Description (PD). Their practice may be to start reclassification with the UHR Classification and Compensation Blueprint document. (See Related Information)

### *Step 2: Initiate Reclassification Action*

**Incumbent initiates:** An agreed upon PD is developed between the incumbent and direct supervisor.

**Direct supervisor initiates:** The direct supervisor submits an updated PD to reflect the revised duties and responsibilities. The direct supervisor, per policy, is certifying that the PD is accurate. *Note: To avoid confusion about duties and responsibilities, direct supervisors should discuss any changes to the PD with the incumbent who occupies the position which is proposed to be reclassified. Direct supervisors are not required to gain the incumbent's agreement to the changes; however, incumbents should sign the updated PD. By signing, the incumbent is not stating they agree to the changes – merely noting those changes.* (See Actions and Checklist for Reclassification Table)

### *Step 3: Routing*

The direct supervisor routes the PD to the appropriate department chair/designee for their review. (See Actions and Checklist for Reclassification Table)

The department chair/designee routes the PD to the appropriate College/Division HR Liaison. (See Actions and Checklist for Reclassification Table)

The College/Division HR Liaison routes to UHR. (See Actions and Checklist for Reclassification Table)

### *Step 4: UHR Analysis*

University Human Resources Classification and Compensation analysts will undertake an analysis, which may include a desk or phone audit, review the reclassification documents, and make a reclassification determination.

University Human Resources Classification and Compensation analysts will normally take action within thirty (30) business days on the submitted reclassification. If the PD is returned to the College/Division due to incomplete or inaccurate documentation, the time frame is extended.

University Human Resources Classification and Compensation analysts will provide the College/Division HR Liaison (some circumstances result in communication with direct supervisor) with written documentation of the reclassification determination. *Merit to P&S reclassification requests require final approval by the Board of Regents – State of Iowa.*

### **Step 5: Approval**

If approved, the unit submits an Electronic Personal Action (EPA) to finalize the reclassification action and notifies the incumbent. The updated PD should be printed and signed by the direct supervisor and incumbent for the department personnel file to ensure all parties are aware of the expectations of this position. *Reclassifications that result in a position moving from Merit to P&S require a new Letter of Intent (LOI) to be signed.*



## **EFFECTIVE DATE OF RECLASSIFICATION**

Fair and reasonable time frames will be adhered to throughout the reclassification process. Reclassification requests should be promptly submitted to UHR for evaluation and final determination. The effective date of an approved reclassification request should normally coincide with the date the PD is submitted to University Human Resources by the College/Division HR Liaison or designee. In exceptional circumstances, the University Human Resources Classification and Compensation analysts and Senior Vice President, or designee, may determine an earlier effective date of reclassification upon written request at the time of submission to UHR.



## **INTERNAL RECLASSIFICATION APPEAL**

If the incumbent or direct supervisor is not satisfied with the reclassification determination, they may request an internal appeal. The appeal must be filed within thirty (30) calendar days for P&S, and fifteen (15) calendar days for Merit, of receipt of the reclassification determination from University Human Resources.

The Professional and Scientific Classification Review Committee will convene to hear the appeal within three months. The committee will hear the appeal and make a recommendation to the Associate Vice President for University Human Resources, who will review and consult with the respective Senior Vice President, President, or designee on the recommendation.

The final decision will be communicated by the Associate Vice President for University Human Resources, or designee to the direct supervisor, with a cc: to the College/Division HR Liaison.

If the original UHR classification decision is upheld and the incumbent chooses to accept the internal appeal committee's decision, they will be eligible to apply for a new classification review six (6) months after the receipt of the internal appeal decision.



## **EXTERNAL RECLASSIFICATION APPEAL**

Where the incumbent or direct supervisor remains dissatisfied with the outcome of the classification following the internal review, they may, within thirty (30) calendar days of receipt of the internal reclassification appeal outcome, request an external reclassification appeal of the classification. *The external appeal will be conducted by the Board of Regents, State of Iowa.*

If an incumbent chooses to move forward with an external appeal, and the internal appeal is upheld, they will be eligible to apply for a reclassification review twelve (12) months after the receipt of the external appeal decision.



# RECLASSIFICATION RESPONSIBILITY CHECKLIST FOR INCUMBENT

## **Reclassification Submission Process:**

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Initiate reclassification action, may also be initiated by direct supervisor.

Sign position description before final submission. (Optional)

## **Post Approval Process:**

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Sign final approved position description for departmental personnel file.

## **Post Denial Process:**

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Communicate desire to withdraw, accept decision, or appeal to UHR Classification and Compensation within thirty (30) calendar days. (Optional)

Prepare additional supporting materials for Appeal Committee. (Optional)

Appeal to committee stating rationale. (Required if decision is appealed)

## **Post Appeal Process:**

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Accept internal decision or appeal to Board of Regents, State of Iowa.

## **Post Appeal to Board of Regents, State of Iowa:**

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Decision is final.



# RECLASSIFICATION RESPONSIBILITY CHECKLIST FOR HIRING SUPERVISORS

## Reclassification Submission Process:

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Initiate reclassification action, may also be initiated by incumbent.

Fill out the 'Action Justification' tab.

List 3-5 major duty changes that support the reclassification request.

Write a summary paragraph stating the duties the position had previously been performing and support the duties the position is currently performing.

Identify comparable positions. (If applicable)

Propose reclassification salary.

Provide other statements or information that supports the request. (Optional)

Sign (along with incumbent) the position description before submission. (Optional)

## Post Approval Process:

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Promptly communicate approval to incumbent.

Sign along with incumbent the approved position description, place in departmental personnel file.

## Post Denial Process:

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Promptly communicate denial to incumbent.

Promptly communicate incumbent's decision to withdraw, accept decision, or appeal to UHR Classification and Compensation and College/Division HR Liaison within thirty (30) days of notification.

Provide supporting documentation for incumbent of UHR's original decision during appeal process. (Optional)

## Post Appeal Process:

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Promptly communicate decision to incumbent.

Notify UHR Classification and Compensation and College/Division HR Liaison of incumbent's decision to appeal to Board of Regents, State of Iowa or accept decision within thirty (30) calendar days of notification.

## Post Appeal Process:

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Notify incumbent of final decision.



## RECLASSIFICATION RESPONSIBILITY CHECKLIST FOR DEPARTMENT ADMINS

### Reclassification Submission Process:

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Review position description for accuracy and thoroughness, which includes ensuring all information has been included in the 'Action Justification' tab.

Attach organizational chart.

Route position description to College/Division HR Liaison.

### Post Approval Process:

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Process approved EPA for results of reclassification request.

Ensure final position description is signed by incumbent and direct supervisor.

Ensure final position description is filed in the departmental personnel file.



## RECLASSIFICATION RESPONSIBILITY CHECKLIST FOR COLLEGE/ DIVISION HR LIASON

### **Reclassification Submission Process:**

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Review 'Action Justification' and ensure all areas are complete.

Ensure position description is entered correctly into PeopleAdmin paying special attention to formatting.

Ensure organizational chart is attached.

Identify comparable position within College/Division. (If applicable)

Review and/or propose reclassification salary for internal equity, market, or budget.

### **Post Approval Process:**

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Consult with UHR Classification and Compensation on any recommended salary adjustment.

Communicate outcome to department and direct supervisor.

Approve EPA through routing process.



# RECLASSIFICATION RESPONSIBILITY CHECKLIST FOR UNIVERSITY HUMAN RESOURCES CLASSIFICATION AND COMPENSATION

## **Reclassification Submission Process:**

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- Ensure position description is complete.
- Conduct analysis of reclassification request.
- Salary discussion with HR Liaison
- Make final decision on reclassification request.
- Communicate decision to College/Division HR Liaison.
- Communicate with Board of Regents, State of Iowa. (If applicable)

## **Post Approval Process:**

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- Send approval to HR Liaison to initiate EPA process.
- Report decision to Professional and Scientific (P&S) Classification Review Committee.

## **Post Denial Process:**

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- Coordinate appeals process with P&S Classification Review Committee.
- Present reclassification information to committee.

## **Post Appeal Process:**

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- AVP for UHR communicates appeal decision to direct supervisor and HR Liaison with a cc: to Classification and Compensation.

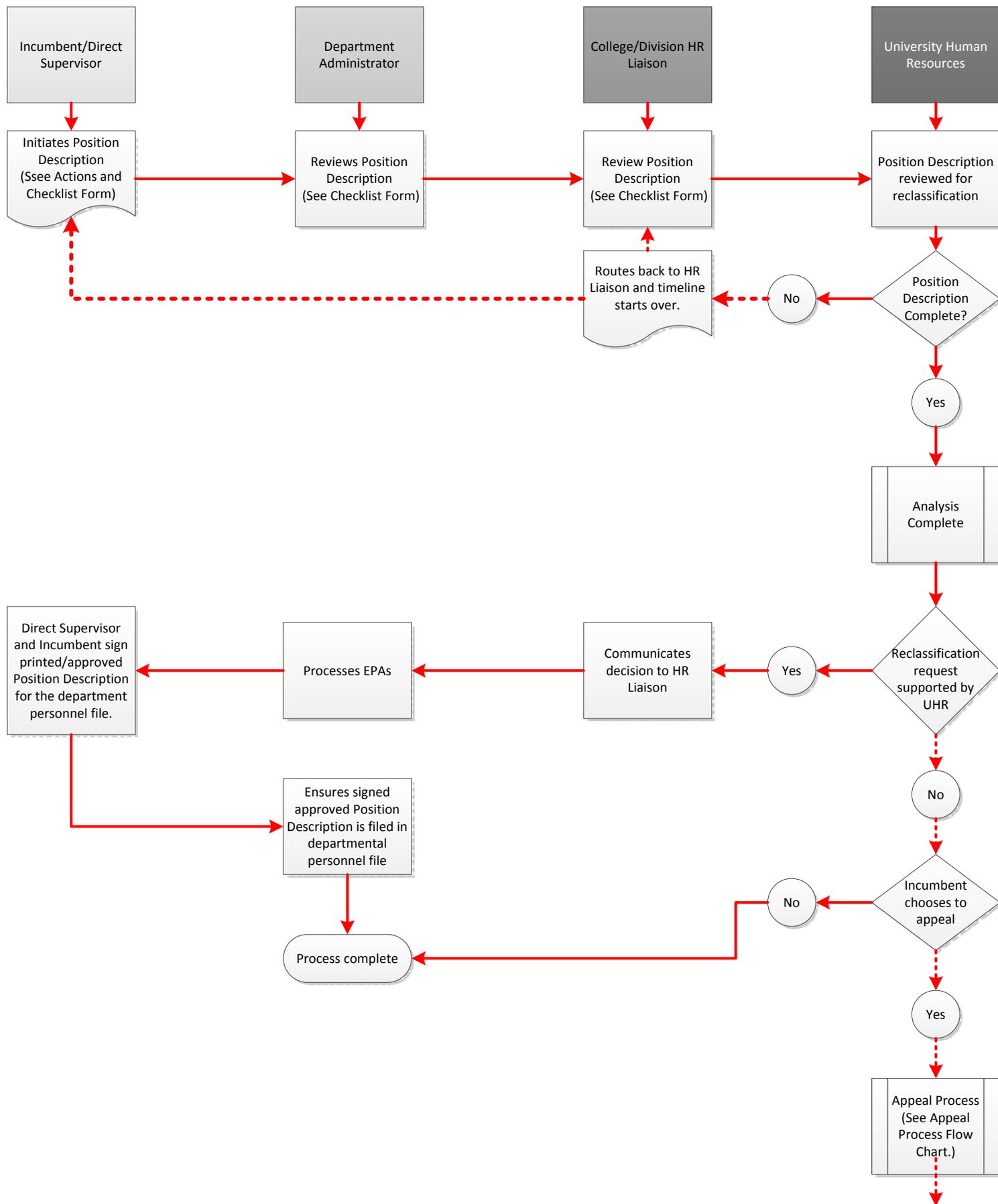
## **Post Appeal to Board of Regents, State of Iowa:**

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- Communicate final decision to direct supervisor and HR Liaison.



# RECLASSIFICATION FLOWCHART





# APPEAL RESPONSIBILITY PROCESS CHECKLIST

## **Appeal Process: P&S Classification Review Committee**

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Convenes when necessary to hear appeals.

Hears appeal and makes recommendation to Associate Vice President for UHR.

## **Appeal Process: Associate Vice President For University Human Resources**

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Receives recommendation from P&S Classification Review Committee on reclassification appeal.

Consults with respective Senior Vice President, President, or designee on appeal.

Issues final decision on reclassification appeal to the direct supervisor.

Receives external appeal from direct supervisor or incumbent.

## **Appeal Process: Board of Regents, State of Iowa**

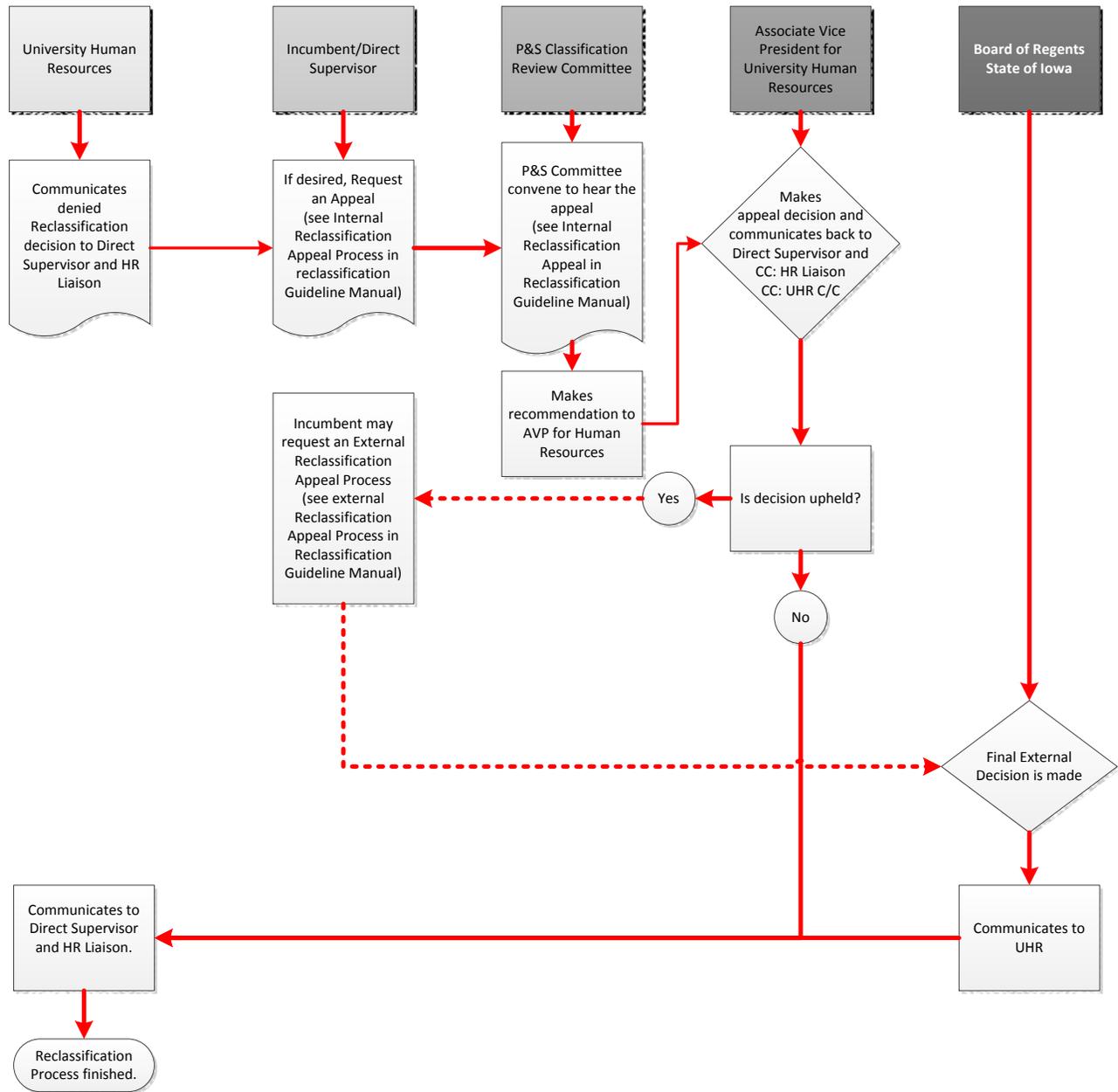
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Receives request for ISU external appeal.

Issues final decision on reclassification appeal to the Associate Vice President for UHR.



# APPEAL PROCESS FLOWCHART





## CONTACT INFORMATION

Contact the UHR Service Center at 515-294-4800 to speak with a UHR Classification and Compensation Analyst regarding the information contained within these guidelines.

Director Of University Human Resources

[uhrcc@iastate.edu](mailto:uhrcc@iastate.edu)



## REVISION HISTORY

New-September 2014



## RELATED INFORMATION

**Merit Blueprint**

**Merit Lead Worker**

**Merit Special Assignment**

**P&S Additional Compensation**

**P&S Blueprint**

**P&S Extra-Meritorious Pay**

**P&S Salary Adjustment**

**P&S Special Assignment**

**People Admin Glossary:**  
[www.iastatejobs.com](http://www.iastatejobs.com)

**Policy Library:**  
<http://www.policy.iastate.edu/policy/ps/reclassification>

**Writing A Position Description Job Aid**