

William Paterson University Policy

Functional Policy

SUBJECT:	Position Classification	TITLE:	Position Classification and Reclassification		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	University <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President for Human Resources		Responsible Office:	Office of Human Resources	
CODING:	02-30-60-00-19	ADOPTED:	05/14/2018	AMENDED:	
			LAST REVIEWED: xx/xx/xx		

I. PURPOSE

To establish procedures to classify new positions and evaluate changes to existing positions within the Career Service, AFT Professional Staff, and Higher Education Manager title series. The procedures will be conducted as outlined below to ensure equity and consistency with applicable rules, bargaining unit agreements, and University policies.

II. ACCOUNTABILITY

The Vice President for Human Resources has overall responsibility for policy compliance and administration. The Director of Human Resources maintains day-to-day administration of the process.

III. DEFINITION(S)

Career Service (classified) employees – Hiring, evaluation, promotion and discipline processes are governed by the rules and regulations of the Civil Service Commission (CSC) and applicable collective bargaining agreements between the State of New Jersey and the unions listed below. Career Service titles are aligned with each of the following bargaining units:

- o Communications Workers of America (CWA) – Clerical, Administrative, Computing and Technology titles;
- o International Federation of Professional Technical Engineers (IFPTE) – Building Maintenance, Grounds, Trades, HVAC, Communication and Security titles; and
- o Police Benevolent Association (PBA) and Fraternal Order of Police (FOP) – Police titles such as Campus Police Officer Recruit, Campus Police Officer, Sergeant and Lieutenant.

AFT Faculty, Librarians and Professional Staff – Hiring, evaluation, promotion and discipline processes are governed by collective bargaining agreement between the State of New Jersey and the American Federation of Teachers (AFT), New Jersey Statutes Annotated (NJSA), and University policies and procedures. The employee categories are as follows:

- o Faculty and Librarians; and
- o Professional Staff members - Non-teaching employees.

Higher Education Manager (HEM) – Managerial staff who are not affiliated with any bargaining unit are considered HEMs. Employment is at will and University policies and procedures govern the hiring, promotion, evaluation and separation processes for non-aligned managerial staff.

AFT and HEM employees are commonly referred to as Unclassified employees.

Classification

- Classification is the process of evaluating the principal responsibilities of a position to determine the most appropriate job title at the University.
- This process begins with a Job Description, which focuses on the job itself and not on the incumbent.
- A Job Description includes the general nature and complexity of the work performed, key responsibilities, experience, and knowledge and skills required for competent performance of the job.

Reclassification

A position may be reclassified when the duties and responsibilities change to the extent that they are no longer similar to the duties and responsibilities set forth in the specification. A request for reclassification of a position is initiated in accordance with the procedures outlined below.

IV. PROCEDURE(S)

Classifications (For new or vacant positions)

The Office of Human Resources will determine the appropriate classification, title, and salary range of all new and vacant positions through a review of the functions, duties, and responsibilities of the position in accordance with the following process:

1. Hiring manager prepares Job Description, an updated organizational chart for the department, and supporting justification for the position, including funding source.
2. Hiring manager submits the above as a Word document to Human Resources via email to HUMANRESOURCES@wpunj.edu with the subject line: **“Classification/Reclassification Request”**.
3. Human Resources will acknowledge receipt and request clarification or more information, if needed.
4. Human Resources will evaluate the Job Description and supporting documentation to determine the proper classification, title and salary range for the position. This analysis will be completed within fifteen (15) working days.

5. Following review, Human Resources will provide a determination to the hiring manager, including instructions regarding next steps, if applicable.
6. Should there be disagreement with Human Resources' determination, the hiring manager may appeal in writing to the Vice President for Human Resources whose decision shall be final.

Reclassifications Initiated by Manager (For current positions where there is an incumbent)

A position may be reclassified when the duties and responsibilities of the position have significantly changed to the extent that they are no longer similar to the duties and responsibilities set forth in the existing job description. Factors related to the position incumbent such as length of service, qualifications, education, performance, merit, etc., are not relevant factors for the reclassification of the position.

The procedure outlined below should be followed when requesting a reclassification of a position:

1. Hiring manager prepares a Job Description, a Position Classification Questionnaire – DPF 44S (Career Service Employees only), an updated organizational chart for the department, and supporting justification for the position, including funding source.
2. Hiring manager submits the above to Human Resources for review via email to HUMANRESOURCES@wpunj.edu with the subject line: **“Classification/Reclassification Request”**.
3. Human Resources will acknowledge receipt and request clarification or more information, if needed.
4. Human Resources will evaluate the submission and supporting documentation to determine whether a position reclassification is warranted. This analysis will be completed within forty-five (45) working days.
5. Following review, Human Resources will provide a determination to the hiring manager, including instructions regarding next steps, if applicable.
6. Should there be disagreement with Human Resources' determination, the hiring manager may appeal in writing to the Vice President of Human Resources.

Reclassifications Initiated by Employee:

Career Service employees may independently initiate a position reclassification request by completing and submitting a Position Classification Questionnaire – DPF 44S to the Office of Human Resources. The Office of Human Resources will review completed submissions and forward to the Civil Service Commission for review and determination in accordance with NJAC 4A: 3-3.5.

AFT Professional Staff employees may independently initiate a position reclassification in accordance with the procedures established by the Reclassification Review Agreement between the University and AFT Local 1796.

Higher Education Managers (HEM) may independently initiate a position reclassification request if they believe one is warranted and the manager declines to initiate or is untimely in initiating the process. This analysis will be completed within sixty (60) working days and the employee and supervisor informed of the outcome.

The submission must include:

1. Cover memo justifying the request, which shall state the significant differences between the previous and current responsibilities.
2. Employee's job description at time of hire or appointment to current position.
3. A copy of the department's current organizational chart detailing reporting relationships to and from the position requesting reclassification.
4. Copies of any supporting documentation identifying key projects and major accomplishments that are believed to be outside the scope of current responsibilities.
5. HEM submits the above to Human Resources for review via email to HUMANRESOURCES@wpunj.edu with the subject line: **"Classification/Reclassification Request"**.
6. Following review, Human Resources will provide a determination to the employee and hiring manager, including instructions regarding next steps, if applicable.

Should there be disagreement with Human Resources' determination, the HEM may make a request for reconsideration to the Vice President for Human Resources whose decision shall be final.

V. REFERENCE(S)

[Position Classification Questionnaire –DPF44S](#)
[AFT Professional Staff Reclassification Review Agreement](#)
[New Jersey Administrative Code \(N.J.A.C. 4A: 3-3.5\)](#)

By Direction of the Vice President for Human Resources.

Date 5/14/18
