

<b>Policies of the University of North Texas</b>	Chapter 5
<b>05.037 Classification of Jobs</b>	<b>Human Resources</b>

**Policy Statement.** To provide a fair and equitable method of determining the correct description, classification and compensation of regular staff positions.

**Application of Policy.**

All Staff.

**Definitions.**

None

**Procedures and Responsibilities.**

**1. General Policy.**

It is the policy of University of North Texas that all staff (non-faculty) positions be evaluated, classified and compensated to insure the concept of "equal pay for equal work" based on the requirements of each job.

**2. Job Evaluation/Classification.**

Job evaluation or classification is the basis for determining the salary for a position, and for maintaining equitable salaries. The job evaluation process determines the appropriate job classification and title for each position.

The correct classification of a staff member's position is determined by many factors, including the following:

- a. Basic duties and responsibilities
- b. Knowledge, skills and abilities required (experience, education and training)
- c. Scope and degree of judgment required and consequences of errors in judgment
- d. Scope and degree of supervision received
- e. Scope and degree of supervision exercised
- f. Decision-making responsibility (if any)

**g.** Working conditions (if applicable)

**h.** Special licenses or certificates required (if any)

Positions which involve substantially the same kind of work, equivalent levels of difficulty and responsibility, and require comparable experience and training, will be grouped together into a single job classification and title. Approved job classes/titles are included in the annual University Pay Plan.

Staff titles are categorized as either non-classified or classified. Non-classified titles include senior administrative officials, the heads of recognized departments, and certain senior-level professional positions. Classified titles include all other regular staff positions. Classified titles are assigned to a specified salary range (pay grade) as defined in the current University Pay Plan.

### **3. University Pay Plan:**

The University Pay Plan (and supporting documents) consists of:

- a.** A complete schedule of approved titles and title (budget item) codes grouped by Non-Classified Titles and Classified Titles and Salary Ranges.
- b.** A job description for each staff position assigned to a non-classified title.
- c.** A classification description (and specification) for each classified title.

### **4. Job and Classification Descriptions:**

All staff positions shall have written job descriptions on file. Non-classified staff position job descriptions are prepared by the employing department and shall include a summary of general functions; a list of key activities; minimum qualifications including experience, education, and applicable certifications; and knowledge, skills, and abilities required. Classified Staff job class descriptions are prepared by Human Resources and shall include the official classification title, a description of the function and scope of the class; examples of work that illustrate the duties and responsibilities characteristic of the class; a statement of the class specifications - minimum education and experience qualifications a person should possess to fill a position of the classification, plus any licensing or certification requirements; and knowledge, skills, and abilities required. Non-classified staff position descriptions and classified staff job class descriptions are to be maintained on file in the Human Resources department.

## **5. Use of Job Titles:**

Titles used for official purposes will be the titles assigned to each position. This title shall be used on all personnel records, payroll records, budget documents and other official records and publications. A different or augmented functional title may be used for descriptive purposes, but such functional title cannot be a title approved as a Classified or Non-classified title.

## **6. Establishment of New Positions:**

No new position or classification may be established and filled without prior evaluation and approval by the Human Resources Department.

## **7. Reclassification of Existing Positions:**

No position or classification may be changed from one class to another class without prior evaluation and approval by the Human Resources Department. Reclassification of an existing position will be allowed only when substantial changes occur in the duties and responsibilities of the position.

## **8. Status of a Staff Member Whose Position is Reclassified:**

See also Policy No. 05.038, "Salary Administration." A staff member whose position is reclassified will be eligible for continued employment in the position provided the incumbent establishes eligibility by meeting the minimum qualifications for the new class to which the position has been reclassified or by continuing to demonstrate the ability to satisfactorily perform the duties of the position. A staff member who does not qualify for the new class or satisfactorily perform the duties will be removed from the position and may be eligible for reemployment in a position of the former class elsewhere.

A staff member whose position is reclassified to a class having increased responsibilities or complexity of duties and in a higher salary range, and who is eligible to remain in the position, is considered to have been promoted as a result of the reclassification. The staff member's compensation upon such reclassification will be in accordance with the policy governing promotions.

Likewise, a staff member whose position is reclassified to a class having decreased responsibilities and complexity of duties and in a lower salary range, is considered to have been demoted as a result of the reclassification. The staff member's compensation upon such reclassification will be in accordance with the policy governing demotions. Such a change is not a reflection of the individual's job performance.

A staff member whose position is reclassified to another class assigned to the same salary range is considered to have received a title change (transfer) as a result of the

reclassification. The staff member's compensation will be in accordance with the policy governing transfers.

#### **9. Classification Administration Responsibility:**

The Director of Human Resources is vested with the responsibility to insure that the job evaluation and classification policies and procedures are administered uniformly and equitably throughout the University. Full cooperation of all levels of management and supervision in the administration of the classification policies, rules and procedures is required. Managers and supervisors should assist in the administration of the classification policies and procedures by recognizing the need for and initiating action to accomplish the establishment of new positions, the deletion of unneeded or outdated positions, and the reclassification of existing positions because of significant or substantial changes in duties and responsibilities.

Responsible Party: Director of Human Resources, Department Managers and Supervisors

#### **References and Cross-references.**

UNT Policy 05.038, Salary Administration

Approved: 5/1/1983

Effective:

Revised: 2/98; 7/02

7/2011 format only