

## **Annual Staff Position Classification Review Frequently Asked Questions**

### **What factors justify a position being submitted for review?**

There has been a permanent, significant change in position responsibilities and level of complexity and the current classification is no longer reflective of work being performed.

### **What factors do not justify a position being submitted for review?**

- Performance of the incumbent in the position. This process is not a means for rewarding performance. Merit pay is used for that purpose.
- Knowledge, skills, and abilities possessed by the incumbent which are not required or regularly used in the position
- Retention of a specific employee when position responsibilities have not significantly changed
- Increase in workload that is of the same type and level of complexity
- Potential future changes to a position's duties. The position must be currently performing the job responsibilities.
- Desired salary changes when position responsibilities have not significantly changed
- The addition of responsibilities of a different nature that are lower level (found in lower pay grades)
- Technological changes or tools (i.e. new software) that do not substantially alter the essential functions of the position

### **What is the purpose of the Position Information Questionnaire and how does it work?**

The Position Information Questionnaire (PIQ) is a tool that allows the employee and supervisor to work collaboratively on providing information to Human Resources to assist with the review of the position. This process is manager-driven and therefore completion of the PIQ should be initiated by the appropriate manager/supervisor if a position has been identified as needing reviewed.

PIQs should be completed in their entirety; otherwise, they will be returned to the department so that the information can be obtained. *Please ensure ALL required signatures are obtained prior to sending to Human Resources (employee, direct supervisor, department head and Vice President).*

### **In what format should PIQs be completed and where should I send the completed form(s)?**

The PIQ is formatted as a PDF form and should be completed in Adobe, preferably with electronic signatures.

**When are the PIQs due?**

Completed PIQs are due to the area Vice President by November 9, 2012.

**What pay increases will occur for approved changes resulting in employees moving to a higher job classification/pay level?**

Per the [Staff Salary Administration Procedures 1.6.2](#), Section 2.3 for Non-Vacancy Driven Progression:

*If the employee's current salary is below the minimum pay rate for the new pay level, the employee will receive at least a pay increase equal to that minimum pay rate. If the employee is approved to move to a higher pay level, the promotion procedures will apply. If the employee changes position classification and the pay level is the same, the lateral transfer procedures will apply. If the employee is approved to move to a lower pay level, the demotion procedures will apply.*

**How much money is set aside to fund approved changes and how will it be funded?**

\$450,000 – this money can only be used for centrally funded (state-funded) positions. Departments will be required to fund any approved changes for non-centrally funded positions (the Budget Office can help departments determine appropriate source of funding).

**What if the \$450,000 is not enough to cover all approved changes? How will they be prioritized?**

It is not anticipated that there will not be adequate funding for approved changes; however, priority will be placed on filled positions and will be based on the degree of change in responsibilities (i.e. those employees with the most significant changes in job responsibilities).

**Will vacant positions that were submitted be handled differently than filled positions?**

Yes and no. Filled positions will be prioritized over vacancies for funding purposes; however, vacant positions will be reviewed in the same manner as filled positions.

*Note : Recruitment for a vacant position will be delayed pending the completion of all position reviews. If a department has an immediate need to fill a vacancy, the regular process for submitting a vacancy for review should be utilized by submitting a HRM4 and HRM5. This will require that the department find appropriate funding sources for any approved change in classification, as the centralized pool for state-funded positions will not be available.*

**When will results be communicated/effective?**

The effective date of any approved changes will be communicated once the annual window for submissions has closed.

**Who do I contact with questions about this process?**

Your [HR Consulting Team](#)