

Policies of the University of North Texas System Administration	Chapter 03
03.501 Classification of Jobs	Human Resources

Policy Statement.

The University of North Texas System Administration (“System Administration”) strives to provide an equitable, effective, and consistent method of evaluating positions to determine the appropriate pay grade and job title in the classification system.

Application of Policy.

All staff employees.

Definitions.

1. Classification System. A framework used to arrange positions into groups based on similarities of purpose, skill, ability, education, training, experience, level of responsibility, physical and mental effort required, the working conditions involved and other common factors.
2. Classification Process. The methodology used to determine the appropriate pay grade and job title for each position.
3. Classification. A group of positions with the same job title that perform substantially the same kind of work with equivalent levels of complexity and responsibility.
4. Classification Review. The process of determining if there has been change in a classification based on a substantial change in responsibilities (not just additional tasks) that may necessitate a position be changed to a different classification. A classification review may affect other positions in the same classification.
5. Competencies. The skill, ability, education, training, experience, level of responsibility, physical and mental effort required, and the working conditions involved that are required to perform a position.
6. Demotion. Assignment of an employee to a different position with a lower salary range.
7. Disparate Impact. A neutral policy or practice that results in a disproportionate adverse effect on one group based on status or membership in a protected class.

8. Disparate Treatment. When an individual in relation to other individuals is treated differently based on their status or membership in a protected class.
9. Existing Positions. Positions that are approved by the appropriate budgetary authority and assigned a position number.
10. FLSA exemption status. The determination made by Human Resources as to whether a job is exempt from the overtime pay provisions of the Fair Labor Standards Act (FLSA). The status can be either exempt or non-exempt and can be represented by a code of "E" or "N."
11. Job Description. A narrative of the essential functions of the position and levels of complexity and responsibility. The job description includes the job title, job code, FLSA exemption status and minimum qualifications for the position.
12. Job Code. The numerical identifier associated with a classification.
13. Job Title. The title associated with a classification.
14. Lateral Transfer. Assignment of an employee to a different position with the same pay grade.
15. Pay Grade. The alpha-numeric identifier associated with a specific salary range.
16. Pay Plan. A list of job titles, job codes and pay grades grouped by classified and non-classified job titles.
17. Promotion. Selection of a current employee for a different position with a higher salary range that requires higher qualifications, such as greater skill or longer experience, and involves a higher level of responsibility.
18. Salary Range. The minimum rate of pay to the maximum rate of pay that is identified by a unique pay grade in the salary schedule.
19. Salary Schedule. A list of salary ranges by pay grade.
20. Staff Employee. An individual who is employed part-time, full-time, or in a temporary capacity. "Staff employee" does not include faculty, employees under contract, or individuals who are required to be students as a condition of employment.

Procedures and Responsibilities.

1. **Pay Plan**. The Pay Plan is established and maintained by Human Resources and approved by the Chancellor.

Responsible Party: Human Resources, Chancellor

2. **Classification**. The classification for a position as determined by Human Resources. Positions that involve substantially the same kind of work, equivalent levels of complexity and responsibility, and require comparable experience and training, will be grouped into a single classification. Positions are categorized as either non-classified or classified.

Responsible Party: Human Resources

3. **Non-Classified Positions**. Non-classified positions include staff positions that report directly to the Chancellor, the Board of Regents, or other positions designated by the Chancellor as non-classified positions.

Responsible Party: Human Resources

4. **Classified Positions**. Classified positions include all other staff positions that are not categorized as a non-classified position. Classified jobs are assigned to a specific job title, job code, pay grade and salary range as defined in the Pay Plan.

Responsible Party: Human Resources, Chancellor

5. **Job Descriptions**. Job descriptions are maintained by Human Resources. Job descriptions for non-classified jobs are prepared by Human Resources in collaboration with the department and approved by the Chancellor. A job description for all staff positions must be on file with Human Resources.

Responsible Party: Human Resources, Chancellor, all levels of Management

6. **Use of Job Titles**.

- a. Job titles are assigned by Human Resources in the Pay Plan. Job titles will be used on all employment records, payroll records, budget documents and other official records and publications.
- b. An alternate or working job title that is more descriptive of the position may be used if it is necessary to achieve a business objective and is not used in part or in whole in the Pay Plan.
- c. All job titles including alternate or working titles must be approved by Human Resources prior to being used and recorded in EIS.

Responsible Party: Human Resources, all levels of Management

7. **Classification of New Jobs**. Human Resources shall approve new classifications prior to the job being posted, recruited or filled.

Responsible Party: Human Resources

8. **Classification Review.** A request to review the classification of an existing position will be evaluated by Human Resources. A classification review is typically part of workforce planning that precedes the budgetary review process. Departments should develop their workforce plan in consultation with Human Resources. A change in classification must demonstrate substantial changes in the duties and responsibilities of a position. A change in the volume of work or the addition or removal of duties of a similar level does not impact the classification. A request for a classification review should include:

- summary and justification of the proposed change
- updated workforce plan
- organizational chart
- financial impact of the change
- revised job description with highlighted changes
- impact of the change to personnel
- potential disparate impact or disparate treatment

Responsible Party: Human Resources, all levels of Management

9. **Impact of a Classification Change.** A classification change can result in a pay grade that is higher, lower or the same as the previous pay grade. Employees whose classification has changed will be eligible for continued employment in their position provided they meet the minimum qualifications for the new classification. An employee who does not meet the minimum qualifications for the new classification will be subject to termination of their employment. When the change in classification is effective, the employee's salary should be reviewed as described in the UNT System Salary Administration Procedure.

Responsible Party: Human Resources, all levels of Management

10. **Classification Administration Responsibility.** The Associate Vice Chancellor for Human Resources has the responsibility to ensure that the compensation and classification policies and procedures are administered consistently throughout the System Administration. Managers are responsible for ensuring uniformity and equity when requesting a classification for a new position or a review of the classification for an existing position. Managers are responsible for demonstrating that there has been a substantial change in duties and responsibilities necessary to warrant a change in the classification of a position.

Responsible Party: Associate Vice Chancellor for Human Resources, all levels of Management

References and Cross-references.

Regents Rule 5.500, Classified Compensation Plan
System Administration Policy 3.502, Salary Administration
System Administration Policy 3.901, Nondiscrimination, Equal Employment Opportunity,
Affirmative Action, and Non-Retaliation
System Salary Administration Procedure

Forms and Tools

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