



# University of Pittsburgh at Titusville

## UPT POLICY ON STAFF CLASSIFICATION REVIEW REQUESTS

(June 17, 2009)

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### **References**

- (a) *University of Pittsburgh Staff Classification System Manual*
- (b) *University of Pittsburgh Staff Handbook*
- (c) *University of Pittsburgh Policy Manual*
- (d) *University of Pittsburgh Job Description Writing Guide*
- (e) *University of Pittsburgh Job Description Workbook*

### **Enclosure**

- (1) *University of Pittsburgh Job Description Form*

## **1. Initiation of a Staff Classification Review Request**

1.1 A request for a staff classification review may be initiated (via memo) by:

- The employee involved.
- The employee's supervisor.
- The Senior Staff member for the employee's area.

1.2 Both the supervisor and the Senior Staff member must approve the request in writing before a revised job description is prepared. Denial of the request must also be in writing.

1.3 An employee whose request for review is denied by the supervisor may appeal in writing to the Senior Staff member (after informing the supervisor in writing of the intent to appeal). The Senior Staff member's decision (to be given in writing) is final.

## **2. Procedure for Submittal of a Request**

2.1 Once the necessary approvals have been given, the employee and the supervisor should draw up a revised job description. See enclosure (1) for a sample form. Assistance should be sought from the UPT Office of Human Resources as needed. Help is also

available in references (a) “Job Descriptions,” pp. 1-4, (d) pp. 1-8, and (e) pp. 1-9. Any revisions deemed necessary by the HR Office should be made before the revised job description is submitted for processing.

2.2 In Section II of the Job Description form, the “Classification Review Request” box should be checked and any further information or explanation entered by the Senior Staff member concerned.

2.3 Note that a revised job description must be submitted with *current staff classification information on the first page*. Changes as to classification, effective date, etc., cannot be made until the review has been conducted by the Office of Human Resources in Pittsburgh.

2.4 Once the revised job description form is finished, it should be signed in Section IV by the Supervisor and Department Administrator (=Senior Staff Member), then forwarded to the Office of Human Resources for final review in both hard copy and electronically in MS Word format. If any changes are deemed necessary by the HR Office, the job description form will be returned to the Senior Staff member concerned for correction and re-submission.

2.5 The Office of Human Resources will forward the completed and signed hard copy to the Vice President for Business Affairs for his review and signature, and then to the campus President for his review and signature.

2.6 Only when the job description form has been signed by both the Vice President for Business Affairs and the campus President and has been returned to the Office of Human Resources should the request be submitted to the HR Office in Pittsburgh via PittSource. The UPT HR Office should keep the original hard copy on file pending a decision and send a copy of the form to the Senior Staff member concerned.

### **3. Actions after a Decision is Rendered**

3.1 The Office of Human Resources in Oakland typically will render its decision by e-mail to the UPT HR Office. The Director of Human Resources should forward this e-mail message to the Senior Staff member concerned and to the Vice President for Business Affairs. The Senior Staff member should inform the requester of the decision in writing.

3.2 If the decision mandates a change in classification and/or a compensation increase, the Vice President for Business Affairs will write a letter to the employee communicating the change and its effective date, with a copy to the Senior Staff member, Director of Human Resources (for the employee’s file), and the campus President. The VP will also send a memorandum to the Director of Human Resources authorizing the Director to process the change through the payroll system. Guidelines for compensation increases resulting from job reclassification are provided in reference (a) “Salary Administration,” pp. 2-5.

3.3 Please note that, due to fiscal constraints, the Office of Human Relations in Pittsburgh may delay processing of the pay increase even though a promotion has been approved. In such a case, the increase will be processed as soon as authorized by HR in Pittsburgh. Such an increase might not be retroactive to the date of promotion.

3.4 A copy of the approved, revised job description, with a new first page indicating the approval date and effective date, and any change made to the classification level, will be forwarded to the employee's supervisor, department head, Vice President for Business Affairs, and campus President for their signatures. At this point also, the revised job description form should be signed by the employee and distributed as follows:

- Original to employee's personnel file.
- Copy to the Senior Staff member concerned.
- Copy to the employee.

#### **4. Dissatisfaction with a Classification Decision**

4.1 It is important to understand that the classification review by the Office of Human Resources in Oakland is an objective evaluation by a disinterested party whereby the job description at hand is compared to other jobs across the campus and the University. The decision of the HR Office in Oakland is final. Any dissatisfaction on the part of the employee should be expressed in writing through the "General Inquiry" or "Informal" University staff grievance processes. Note that matters concerning job classifications are not subject to the "Formal" grievance process [see reference (b), pp. 47-48].

4.2 Information on employee access to personnel files may be found in reference (c), *Policy 07-06-05, "Access to Employee Personnel Files."*

#### **5. Classification of a New Position**

5.1 Prior to the submittal of a job description form for a new position to the Office of Human Resources, the campus President should send a memo to the Office of the Provost explaining and justifying the position. In this instance, for budgetary purposes, the classification level desired for the position must be stated.

5.2 Once the Office of the Provost has approved the establishment of a new position, the relevant Department Head and Senior Staff member should draw up the job description and follow the submittal procedure as described above. The Office of the Provost's approval memo or e-mail must accompany the revised job description when it is submitted to the UPT HR office for processing. HR will submit all appropriate documentation through PittSource to the Office of Human Resources in Oakland.

5.3 For a new position, the “Recruitment” box on the first page of the job description should be checked, any information or justification entered, and the classification level desired indicated. This must be the same level as approved by the Office of the Provost.

5.4 Actual recruitment may begin only when the Office of Human Resources in Oakland has sent an e-mail approving the classification level. The UPT HR Director should forward the e-mail to the relevant Senior Staff member with a copy to the Vice President for Business Affairs.

5.5 Should Oakland HR classify the position at other than the desired level, a request should be made by the campus President to the Office of the Provost to authorize the new classification level with its attendant budgetary changes. If approved, a revised job description should be prepared by UPT HR and forwarded as noted in 3.4 above.

5.6 If not approved by the Provost, the responsibilities of the new position must be re-configured and the job description re-written to conform to the original, approved classification level and its budgetary guidelines.

5.7 All proper and necessary procedures for staff recruitment must be followed.