

THE UNIVERSITY OF WYOMING
Laramie, Wyoming

July 1, 2013

Presidential Directive 4-2013-1 with Appendix A

SUBJECT: STAFF - Classification/Compensation Plan

REFERENCE: University Regulation 4-174

1. **General Information.** The Director of Human Resources is charged with responsibility for administration of the Classification/Compensation Plan for University of Wyoming staff employees. This circular establishes proper procedure for review of benefited exempt and non-exempt staff positions and establishes procedures for administering the compensation program.

2. **Definitions.**

Pay grade refers to the assigned level within the salary schedule (matrix).

Salary Range refers to the dollar amount (minimum to maximum) associated with a specific pay grade.

Classification refers to a designated category based on common duties and responsibilities which are described by the same "Official" title and pay grade.

Position Description is a summary of descriptive statements including the essential functions of a position used for: 1) advertising vacant positions; 2) the performance evaluation process including discussing, noting, and signing off on position changes by the supervisor and employee; 3) providing position information to medical health providers as requested; 4) and for other areas such as dispute resolutions, disciplinary proceedings, and grievances.

PDQ refers to the Position Description Questionnaire system which holds the position's duties, essential functions, responsibilities, knowledge, skills, abilities, working conditions, and the minimum requirements for qualification and is used to assist in the classification process.

Essential Functions refer to the duties and responsibilities of the position which, if removed, would fundamentally change the job. Essential functions are the primary reason for which the job exists.

Maintenance refers to the review and modification of current classifications and correct placement within the Classification/Compensation Plan.

Audit refers to a meeting held between a representative from Human Resources, the employee, immediate supervisor and other departmental personnel having direct knowledge and understanding of the position in order to clarify essential functions and assist in the classification process. Audits for new and vacant positions will be conducted with the immediate supervisor and others who have direct knowledge and understanding of the position. Audits are requested by the department and subject to appointing authority approval, when significant changes in duties occur.

Reclassification refers to a change to a position which results in a different classification title and/or pay grade due to the addition, deletion or modification of assignments as reflected in the PDQ.

3. **Change in Pay grade (maintenance).** When a maintenance study results in a change in pay grade the employee's salary will be increased to at least the minimum plus 15% of the new grade should the new pay grade be higher. The appointing authority may adjust the employee's salary in accordance with the provisions of an upgrade (see item 5, step 3, #1). The employee's salary shall remain unchanged if the study results in a retention, downgrade, or title change only.
4. **Position Classification.** Contact Sponsored Programs to determine if any funding for position is through contracts and grants, then contact the Budget Office for assignment of the position number. Notify HR of the position number and funding source to open the position description up for editing within the PDQ system. Complete and submit the position description to the Human Resources Department for classification and pay grade assignment.

When a significant change in the essential functions assigned to an existing benefited staff position is deemed necessary by a supervisor, an audit request should be submitted. Approval must be granted by the appropriate administrators, including notification to the department head and the appointing authority, **prior** to initiation of a request by the supervisor for a position review. To initiate a review of a benefited staff position, the supervisor must update the Position Description Questionnaire (PDQ). The supervisor should review the PDQ with the employee for accuracy and submit the PDQ for audit. The Director of Human Resources may also initiate a position review when he/she determines such is necessary.

5. **Position Audit Process.**

Step 1 - Request for Review. The supervisor shall submit the updated PDQ as an audit request to Human Resources. Appointing authority approval will then be requested through the PDQ system.

Step 2 - Human Resources Department Review. Upon receipt of the approved audit request, a Human Resources Consultant will contact the department and make arrangements to review the position. The Human Resources Consultant will discuss the position with the employee, immediate supervisor and/or other individuals having knowledge of the position.

Step 3 - Human Resources Department Decision. The Human Resources Consultant will take into consideration all written and oral information in rendering a classification recommendation. If the recommendation indicates the position should be reclassified to a different pay grade, the Director of Human Resources will reclassify the position. Each reclassified position shall be approved by the Manager, HR (Classification and Compensation), Director of Human Resources, the Vice President for Administration, the Appointing Authority, and the division Vice President.

There are four (4) potential outcomes from a position audit. They are:

- a. **Upgrade.** When the audit reveals a significant number of additional essential functions of a higher classification are being performed by the incumbent, an upgrade will be recommended. It is important to note that the classification system is focused on the level of essential functions of the position and **not** necessarily the volume.

For audits resulting in an upgrade, a salary adjustment is not required for employees whose salary is at or above the minimum plus 15% amount for the new pay grade. However, an Appointing Authority may request an appropriate salary by working with Human Resources and utilizing the Salary Authorization Request process (see item 15) For salary adjustments resulting from an upgrade, the salary will not be set above the maximum or below the minimum plus 15% for the pay grade. For more details, see the following example:

EXAMPLE: Incumbent currently at \$28,980 moving from Pay Grade 16 to 17. The employee moves up to the new Minimum plus 15% for PG 17 = \$30,168.

- b. Downgrade.** When the audit reveals a significant number of essential functions of a lower classification are being performed by the incumbent, a downgrade will be recommended. When an audit results in a downgrade, the incumbent's salary will be maintained at the current level (except for disciplinary purposes as stated in paragraph 11.)
- c. Retention.** When the audit reveals there have been no significant changes in essential functions, no salary adjustments are authorized.
- d. Title Change Only.** When the audit reveals a significant change in the essential functions of a position, a new classification will be recommended. If the pay grade of the new classification is the same as the current classification, the change is referred to as a "title change only" and no salary adjustments will be authorized.

If the upgrade reclassification is not approved, the Director of Human Resources or his/her designee will meet with the employee, supervisor and/or appointing authority and recommend realignment of job duties to insure that the employee is not performing significant duties of a level other than that for which he/she is being compensated.

Step 4 - Effective Date of Reclassification Decision. If a position is reclassified, the effective date shall be the first day of the month dependent upon sufficient funding resources following the completion of the audit process. Human Resources will make reasonable efforts to complete audits within four (4) weeks of receipt of the authorized PDQ.

- 6. Five (5) year audit recommendation.** In order to maintain the integrity of the classification system, it is imperative to monitor for both significant and incremental change on a routine basis. Each staff position shall be reviewed each year during the Performance Management process, and normally be audited when there is a significant difference in duties since the last audit of the position. It is recommended that an in-depth review of the position's classification occur at least once every five (5) years. Managers may be notified by Human Resources when a position may need to be audited.
- 7. Appeals.** Staff position classification decisions may be appealed by the employee or the appointing authority through the classification appeal process with Human Resources. An appeal must be made in writing with justification for the appeal and be received by the Director of Human Resources within ten (10) work days after receipt of the audit decision by the employee/appointing authority. The details of the appeal process can be found in Appendix A.
- 8. Temporary Assignments.** An appointing authority may, upon written notification to Human Resources, temporarily assign an employee the duties of a different position of a higher pay grade vacated by reason of an incumbent's extended leave or termination. Such assignments may be made for a period not to exceed one year. An employee temporarily assigned for less than thirty (30) calendar days duration shall receive no change in pay. Additionally, an employee temporarily assigned duties of the same or lesser pay grade shall receive no change in pay. If the temporary assignment exceeds thirty (30) calendar days, and if the pay grade for the classification of the temporary assignment is higher than the grade of the employee's regular position, the employee's salary may be temporarily increased not to exceed the same relative percentage above minimum currently held by the incumbent or up to the matrix market point of the new pay grade, whichever is greater (see example under Paragraph 5, Step 3, #1). In no case will the temporary pay be below the minimum or above the maximum of the pay grade for the classification which the employee is temporarily assuming duties.

9. **Voluntary Demotion.** When an employee requests to be reassigned to a different position at a lower pay grade, the salary requested by the appointing authority after consultation with the Director of Human Resources will be set based on a combination of knowledge, skills, abilities, and experience compared to the minimum qualifications of the new position and the pay grade range assigned for that position. No salary increases will be considered for voluntary demotion to a lower pay grade. In no case will the salary be set above the maximum of the range or be less than the minimum.
10. **Promotion.** When an employee is promoted to a position in another classification at a higher pay grade, the employee will automatically move to the minimum plus 15% on the new pay range. If the employee is already at or above the new minimum plus 15% amount, they will retain their current salary. The appointing authority has the option to request a salary increase through the Salary Authorization Process (see item 15). In no case will the salary be set above the maximum of the range or be less than the minimum plus 15%.
11. **Involuntary Reassignment.** When an employee is involuntarily reassigned to a lower level classification for disciplinary purposes, the appointing authority has the discretion to decrease the employee's salary after consultation with the Director of Human Resources. When an employee is involuntarily reassigned to a lower level classification for non-disciplinary purposes the employee's salary will be maintained at the current level.
12. **Lateral Transfer - Voluntary and Involuntary.** A lateral transfer to a position of the same classification or a classification in the same pay grade will not in-of-itself generate a salary change.
13. **On-Call Pay.** Non-Exempt employees who are required to be On-Call by their appointing authority, during times other than their normal work schedule, shall be compensated at the rate of \$26.00 per each 24-hour period or at a rate set by the Director of Human Resources after consultation with the appointing authority. On-Call is defined as time personnel must be available and be able to report to work within 30 minutes of receiving a call, where liberty is only slightly restricted, and not under the influence of drugs or alcohol. If the employee must remain on the University premises or nearby so they cannot use the time freely, time is compensable on an hour-for-hour basis and shall not be considered On-Call.

Call-Back pay is a guarantee of pay when the On-Call employee has to perform work during the On-Call period. All Call-Back time will be paid at the regular rate and shall be subject to the overtime provisions pursuant to the Fair Labor Standards Act and UW Regulation 4-174. When the employee is called back to the workplace, the employee shall be paid a minimum of two hours. The two hour minimum is only for the first call-back to work; any additional call-back to work in the same 24 hour period will not be eligible for an additional two hour minimum but paid at the employee's regular rate. Employees responding remotely will not receive the two hour minimum and will be paid for their actual time worked. Employees required to be On-Call during an official University holiday are entitled to the paid holiday, and On-Call pay, and shall be paid at a rate of time and one-half for actual hours worked on the holiday. Non-exempt staff employees required to be On-Call on holidays will be entitled to observe the holiday on the next regularly scheduled work day, or on a day within the same or following pay period mutually agreed to by the employee's immediate supervisor and the employee.
14. **New Hire.** Starting salaries for employees will be based on that individual's career experience, education, knowledge and skills, certifications, registrations, and/or licenses for the position for which they are hired, and will be subject to the available resources of the University. Those employees meeting the minimum knowledge, skills and abilities and any required certifications, registrations, and/or licenses will start at the minimum plus 15% of the assigned classification's pay grade.

15. **Salary Authorization Requests.** Are used in situations where the minimum plus 15% new hire limitation is not appropriate due to a candidate possessing high qualifications and experience. Salary Authorizations can also be used for extenuating market forces, internal equity adjustments, or to offer a retention increase. The appointing authority must submit a completed Salary Authorization Request with the Divisional VP approval, to the Human Resources Department. Human Resources will complete the appropriate sections and forward a recommendation to the Vice President for Administration for final approval.
16. **Directive.** This directive supersedes Information Circular 2007-1, 2004-1, 2002-1 and Information Circular 1979-4 and will remain in effect until canceled or superseded. All salaries or salary adjustments shall be subject to the resources of the University. Departments and colleges are responsible for identifying funding sources to support all salary requests. Any exceptions to this directive must be sent to the Director of Human Resources who will review and make a recommendation. The Director of Human Resources will then route it to the Vice President for Administration for final approval.
17. **Responsibility.** The responsibility for administration of these procedures rests with the Human Resources Department. Questions relating to the administration of this should be referred to the Director of Human Resources.

Approved
President Buchanan (June 20, 2013)

Appendix A

Guidelines for Human Resources Classification Appeals Board (CAB)

1. If an employee or Appointing Authority disagrees with the result of an audit decision, they may appeal that decision which must be made in writing with justification for such an appeal to be received by the Director, Human Resources within ten (10) working days of receipt of the audit decision.
2. A pre-appeal meeting will be convened to discuss the appeal process with the appellant and attempt to resolve any outstanding classification issues with the assigned job analyst and the Manager, Human Resources (Compensation).
3. Following the pre-appeal meeting, if the appellant (employee or Appointing Authority) desires to continue the classification decision appeal process, he/she notifies the Director, Human Resources in writing or through e-mail. This must be done within five (5) working days of the pre-appeal meeting.
4. The three members to serve on the Classification Appeals Board (CAB) will be selected by the Director of Human Resources and called to convene as soon as schedules permit after receiving notification of an Appeal of Audit Decision. The Board will elect a Chairperson.
5. The Human Resources Department will provide the Board and the appellant with the submitted PDQ(s), audit notes, and other pertinent data **prior** to the meeting. The appellant is responsible for providing copies of all supporting documents to CAB members and to the job analyst prior to the meeting.
6. The Board will be briefed by the Human Resources Director concerning the process.
7. The Board will make recommendations based on the submitted PDQ, audit notes, or additional information sent or presented to the Board.
8. The decision of the Board is limited to one of the following options:
 - a. to support the audit decision,
 - b. to recommend a different classification (lateral, up or down), or
 - c. to recommend a new job classification be created.
9. The Chair will put the recommendation of the Board in writing to the Director of Human Resources within five (5) working days of the conclusion of the meeting.
10. The Director of Human Resources will make the final decision after considering all the facts presented by the CAB and other involved participants including, but not limited to, information from the appellant, the immediate supervisor, the Department Head, the Appointing Authority, the Human Resources Manager of Compensation, the job analyst(s) or others with knowledge of the position.
11. The Director of Human Resources will inform both the Manager of Compensation and the appellant(s) in writing of the decision within five (5) working days of receiving the recommendations.