

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

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REVISION/REVIEW DATES: Mar 1993, May 1997, Aug 2008, Aug 2011, Mar 2012, Aug 2018

SUBJECT: Job Classification and Pay Plan

APPROVED: John M. Beehler, President

PURPOSE

The policy establishes a mechanism for ensuring that jobs are appropriately grouped and positions are appropriately matched to established job groups. This policy further provides guidelines for establishing and administering a compensation plan for employees which is equitable, legal, and flexible for the best interest of the university.

POLICY

The University strives to maintain a System which supports a Job Classification Structure and Compensation Plan (Classification and Compensation System) which is transparent and reflects an element of the University's total compensation package for faculty, staff, and administrators, which is directed toward attracting, retaining and rewarding a highly qualified, engaged, committed, and diverse workforce to serve the University's students. Employee compensation should reflect individual performance, qualifications required, and the complexity, scope and impact of work performed. Strategically, the compensation system, in conjunction with other human resource strategies, contributes to workplace conditions which support employees at all levels of the University in meeting or exceeding performance standards.

PROCESS

The University's entire administrative and management team, inclusive of the President, Provost, Vice Presidents, Deans, Department Heads and Directors, is responsible for the implementation and administration of the University's Classification and Compensation System, including salary administration and job evaluation. Human Resources is responsible from a University-wide perspective for developing, managing and communicating the guidelines, structure and overall equity of the compensation program.

- Salaries shall be compared to external market place applying published market data surveys used to establish rates for specific types of work.
- Market analysis, using a sample of University jobs, normally occurs every three years, or as often as needed.
- The review shall consider factors such as pay for similar kinds of work in the appropriate area of market, pay for comparable benchmark universities, salary analysis and availability of funds.

CLASSIFICATION STRUCTURE

The Job Classification System organizes University jobs into a structure, reflecting job groups, uniform job titles, consistent job levels, pay grades and pay ranges which are determined by identified factors. These factors include market pay rates for people doing similar work in similar industries in the same region of the country, pay ranges of comparable jobs within the University, and the level of knowledge, skill, experience, and education needed to perform each job. Each job identified in the Classification System has a job specification which includes duties which capture the essence of the work, and is not dependent on a person performing the job. The Job Classification System is applied together with the University's Compensation plan.

Job Groups: The classification structure divides jobs/positions into four categories:

- **Support Staff:** these jobs are not exempt from the [Fair Labor Standards Act](#), and therefore are entitled to earned overtime. Examples include: housekeeping, maintenance, clerical, and support positions.
- **Professional /Technical /Supervisory:** these jobs may be exempt or non- exempt and may require an undergraduate degree or are highly technical in nature, requiring skills learned in ways other than university education. These positions may or may not include supervision.
- **Administrative:** these jobs are exempt from the [Fair Labor Standards Act](#), require at least an undergraduate degree, however, many require a graduate degree. Examples include: Vice Presidents, Chiefs, Directors, Assistant/Associate Directors, etc.
- **Faculty:** these jobs are exempt and require at least a master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline) and include both full time and part time (Adjunct) categories, as well as special categories, e.g., Ayers' Chair or Eminent Scholar.

Job Classifications: Classifications are established within each Job Group to reflect the level of responsibility of the job.

Allocation of Positions to Job Groups and Classifications: Each position is assigned to one of the Job Groups established by the classification structure. Position assignment to a job group is based on the role of the position. Each position within a Job Group is assigned a specific classification based on the duties and responsibilities of the position and not on the qualifications held by an applicant and/or incumbent.

Classification of new positions: New positions are initiated at the Department level. In collaboration with the Department of Human Resources, the initiating department creates a position description from a job specification or an existing position description; the prepared position description must be routed for appropriate approvals. If approved by the Division's Vice President, the personnel action request will be submitted for Presidential approval.

Reclassification of existing positions (without incumbent):

A Dean or Divisional Vice President may initiate a request to reclassify an existing position. After approval by Division's Vice-President, the recommendation is submitted to the Department of Human Resources for review to ensure appropriate job classification is assigned. Upon final review, the personnel action will be routed for Presidential approval.

Reclassification of existing positions (with incumbent):

When a currently filled (incumbent) position is considered for reclassification, such personnel action must be discussed with the Department of Human Resources prior to initiating the action. The Department of Human Resources is responsible to analyze the impact of the reclassification and to determine if the action results in a promotion or demotion of an employee. Additionally, the action may further impact the employee's position classification and pay. If a position with an incumbent is re-classified to a higher level position, the action is considered to be a promotion for the incumbent. Upon final review, the personnel action request will be routed for Presidential approval.

Grant Funded Positions: are time-limited positions established to perform work directly associated with a time-limited project and are typically funded by Federal or other Funds. Any requests to reclassify a grant-funded position must be supported with written approval from the Grant Administrator. Reclassification of grant-funded positions are facilitated in the same manner as non-faculty staff positions.

COMPENSATION PLAN

The Compensation Plan is presented in the form of a Salary Table which is comprised of Pay Grades and Salary Ranges. The Salary Table is utilized to ensure a systematic and equitable administration of compensation. The Compensation Plan for the university is reflective of the four Job Groups.

1. **Support** – These positions are non-exempt and include housekeeping, maintenance, clerical, and support positions. The salary ranges in the classified pay plan are divided into 18 steps with 2.5% between each step. Positions on this schedule are evaluated annually and, depending on the incumbent's performance, the employee is eligible for a one step increase when budgets allow.
2. **Professional/Technical/Supervisory** – These positions may be exempt or non-exempt and require an undergraduate degree or are highly technical in nature requiring skills learned in ways other than university education. These positions may or may not include supervision. The salary grades for these positions have minimums and maximums but are not divided into steps. This allows flexibility for the supervisor to determine the appropriate merit increase.
3. **Administrative** – These positions are exempt and all require at least an undergraduate degree and many require graduate degrees. Salary grades have minimum and maximums, but are not divided into steps.
4. **Faculty** – These positions are exempt and require at least a 'master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline) and include both full time and part time categories, as well as special categories, e.g., Ayers' Chair or Eminent Scholar.

Placement on the Compensation Plan

Support: Upon employment, Support staff will be paid at the entry level step of the grade to which the position is assigned. In cases where an applicant has experience in a similar job of equal or greater responsibility, and where the needs and the fiscal condition of the university allow, an employee can be hired above the entry step (up to 4 steps). Criteria for granting the additional steps are given below.

External applicants who have had prior experience in a like job outside the University will be given **one** additional step for each **two years** of qualified service up to a maximum of four steps above the entry level.

Current employees moving into a position at a similar or lower grade may maintain their current salary in the new position as long as the salary does not exceed the maximum of the new range. In this case, the new salary would be lowered to the top step of the new position.

Professional/Technical/Supervisory or Administrative: Individuals hired into one of these job groups may be paid at any amount in the range to which their position is assigned. Hiring Managers are strongly encouraged to collaborate with the Department of Human Resources and consider internal equity within the school, department, and the University.

SALARY INCREASES

Employees on the Support Salary Table may be eligible for a step increase at the end of their probationary period and annually thereafter until they reach the maximum step for their job (pending budget availability). Step raises are awarded solely on the basis of merit and not seniority.

Employees who are within the Support Staff group and are being promoted within the Support Staff group may be given **one** additional Step for **each year** of qualified full-time service, up to a maximum of four Steps above their current rate of pay not to exceed 10% of current pay. For example: Clerical Assistant III Grade CL07 Step 13 moving to a Secretary II Grade CL08 Step 15 is applying the 4-step equivalent rule. Support employees who are being promoted to another Job Group, must be paid in accordance with the established salary range for the position (internal equity must be considered).

For employees in the professional/technical/ supervisory or administrative Job Groups, may be given raises up to the maximum of their current grade and salary range. Salary increases may be given at any time during the year, pending budget availability and Presidential approval.

The location of positions within the Classification and Compensation System is university-wide and cannot be properly administered by a single segment of the University. Requests for changes will most likely begin at the department level, however, the Department of Human Resources will have the responsibility for monitoring all personnel/position action changes, conducting appropriate research on the university-wide effect of the requested change, and making recommendations based on findings.

Some of the situations that make it necessary for a position to be reviewed are:

- a position changes to such an extent that the position description no longer sufficiently describes the expectations of the position or the job
- the salary grade is no longer appropriate or competitive
- a new position is created
- a reorganization has occurred, and duties have shifted among positions or,
- any situation that creates inequity

The Department of Human Resources is available to discuss particulars of any requests for personnel/position action changes.

The request for review of any personnel action is made electronically on the Personnel Action Request/Change Form (ePARCF). The ePARCF is accessible from [HR Forms Library](#) via the Employee Tab in my.isu.edu. Justification for the change is the responsibility of the requesting party; documented justification should be attached to the request. The ePARCF should be routed for review and consideration by appropriate department/division approvers. If approved by the Division's Vice President, the personnel action will be submitted for Presidential approval.

RESPONSIBILITY

This policy is the responsibility of the Department of Human Resources.

EVALUATION

The policy will be reviewed every five (5) years by the Chief Human Resources and Diversity Officer.