

Classification Review Process Overview

Presented by:

Mika Williamson, SPHR

Director, Recruitment Services & Compensation

Lynn Marks, CCP

Classification & Compensation Manager

CSUN

WORKSHOP OBJECTIVES

- Position Descriptions
- Classification Review Process
- Classification Review Results/Classification Appeals
- In-Range Progression Request Process
- Non-Exempt vs Exempt Status

Link to the CLASSIFICATION & COMPENSATION webpage:

<http://www.csun.edu/hr/hr-toolkit>

Click on Classification and Compensation section

Classification Standard vs Position Description

Classification (Class) Standard: Broad umbrella under which many individual positions can be classified system-wide,

Position Description: Focus is on one individual position

- What is a Class Standard?
 - Describes a broad body of work functions and qualifications;
 - Accommodates the needs of 23 campuses throughout California
- What is a Position Description?
 - Describes the actual work performed by the incumbent
 - Used for classifying, orienting, training, and evaluating employees
 - Developed to meet campus/departmental operational needs

Link to current HR Forms webpage for Position Description –Staff form
<http://www.csun.edu/hr/human-resources-forms>

Critical Position Description Elements:

Who should write the position description?

- Should be a collaborative effort between employee, supervisor/manager
Responsibility for setting the position's responsibilities belongs with the manager
- Responsibility for classification determination is Human Resources

Critical Elements of "Position Description Form – Staff"

- **Section A. Action requested:** Update or request review and sets the organizational context of the position
- **Section B. Position Summary:** Ideally 2 to 4 sentences → Why does this job exist.
- **Section C: Major Duties** –the "core" of the description and details the position's responsibilities:
 - Assign percent of time to Major Duties (priority & time spent on annual basis)
 - "What" rather than "how"

Signatures

- Acknowledgment that the information is accurate and correct

Types of Reviews:

- Employee or Management requested review.
 - Employee may submit to HR directly at same time submitted to MPP Administrator (CSUEU only), or after 30 days, if not received in Human Resources from the manager(s). Please see the CBA for specifics.
- Initiation of recruitment vacancies for posting → Recruiting Solutions

Signatures indicate accuracy of the information contained in the position description

Factors Included in Determining the Appropriate Classification:

- Significant changes (greater than 50%) in job duties due to evolution
- Reorganizations (management initiated)
- Impact of evolution of the position on other positions within the department
- Accountability for Others/Supervision (both given and received)
- Exercise of independent judgment and autonomy where consequences of errors may be greater.

What are Significant Changes

Due to **evolution** as a result of several potential changes:

- Reorganization or expansion of a department or program
 - Organizational design of the department
 - Reassignment of duties (when new higher level duties are added or revised)
 - Nature of duties and responsibilities.
- Change in Supervisor or number of people supervised
- Higher level of authority/consequence of errors
- Technological Change (i.e., new equipment requiring special license, training or knowledge)
 - Excluding software enabling the same responsibilities to be completed in a different more efficient way
 - Greater technical data manipulation, reporting, and analysis not present in prior PD

Factors Not Included in Determining the Appropriate Classification:

- Temporary assignments/projects at a higher level classification type of work level during a finite time period (not ongoing).
- Quality of performance
- Quantity of work
- The status of the incumbent
- The incumbent's length of service
- Time spent at the maximum salary of the position

Types of Audits:

Paper Audit:

- HR Manager/Classifier will analyze the position description (PD) by comparing the PD to the CSU Class Standards, and other similar campus positions
- Discussion with the department/college/division management.

Desk Audit/Interview:

- In addition to the Paper Audit steps, the classifier conducts an interview with the incumbent and the supervisor/manager to help determine current duties and responsibilities.
- Information obtained in the desk audit/interview is compared with the current position description, CSU Classification and Qualification Standards, and similar campus positions in order to determine the most appropriate classification.

There are two types of Classification Changes:

1. Movement to another classification/job code (usually higher)

Example: Admin Support Assistant (1032) to Admin Support Coordinator

2. Movement to a higher skill level/salary range (same class code) .

Example: Admin Support Assistant (1032), level 1 to level 2

Classification Review Results:

- The Office of Human Resources has 180 days to complete
- Effective date of a reclassification = 1st of the pay period following the receipt of the request in HR
- Management and incumbent will be notified of the results in writing
- If there is a change to a higher classification, the associated salary increase is 5% or to the minimum of the new salary range (whichever is greater)
- If there is a “lateral” change, typically there is no salary increase
- A staff person in a CSUEU position may appeal the classification determination
 - Appeals may be submitted in writing (*Classification Appeal form on the HR Forms webpage*) to Human Resources within 30 calendar days after the incumbent is notified of the results of their classification review.
 - A different Human Resources Manager will conduct the Appeal.
 - Classification determination made upon Appeal is final.

Refer to the appropriate BU contract or MOU for detailed instructions

CSUN

In-Range Progression (IRP) Request:

- Employee or Management requested review.
 - Employee may submit to HR directly if not received within 30 days from the manager(s)
- **Signatures indicate accuracy of the information contained on the IRP Request form.**
- Human Resources will discuss with the department, college, and/or division:
 - Rationale indicated on the IRP Request form;
 - Internal equity (salary) review within the classification/skill level across the department, division, and the campus
 - Budget expectations and constraints.
- Determination is final – no Appeal option. Employee may submit again after 12 months.

Please refer to the appropriate BU contract or MOU for detailed appeal instructions.

Non-Exempt/Exempt Status - Overview

- **Federal law - Fair Labor Standards Act (FLSA)** define the types of jobs which are “**non-exempt or exempt**” from certain federal and state laws and regulations.
- Positions are reviewed against the FLSA in regard to a salary basis test AND type of duties/responsibilities.
 - SALARY tests refer to a minimum weekly rate of pay based upon :
 - A fixed amount for any week in which work is performed without variance for hours, quantity or quality of work;
 - White Collar DUTIES Tests:
 - Executive, Administrative, Professional (Learned, Creative, Computer)
- Employees in jobs not meeting the scope of work criteria AND salary threshold are considered “**non-exempt**”.
 - Employers must pay all non-exempt employees at least minimum wage for all hours worked, and at least one and one-half their regular hourly rate of pay for all hours worked over 40 in a single workweek.

Exempt – Work Hours Overview

- Exempt employees are expected to accomplish assigned work without regard for number of hours worked.
- If exempt employees need to work extra hours in the business day or week, they do not receive overtime or accrue compensatory time off.
- General office hours of a base of 40 hours per week do not jeopardize the exemption status.

Meal Periods & Breaks - Overview

- Meal periods and breaks are a good business practice and healthy for our staff and part of the CSUEU Collective Bargaining Agreement (CBA).
- Provide employees with time to get away from the demands of his/her job, relax a bit and recharge.
- Result is a more productive and creative work force.

Breaks/Rest Periods

- Each employee is allowed a rest period each workday of fifteen (15) minutes for each four (4) hours worked
 - 2 breaks in an 8 hour day; 3 breaks in a 12 hour day
- Rest period schedules are:
 - Determined by the appropriate administrator in accordance with the operational needs of the department,
 - To be taken at or near the middle of each four (4) hour work period.
- Rest periods count as hours worked (paid time) and cannot be accumulated to replace any portion of a meal period or change the beginning or end of a work day.

Meal Periods

- Non-exempt employees may not be required to work for more than five (5) hours without a meal break, unless the workday is less than six (6) hours.
 - If the work day schedule is up to 12 hours, then there should be a 2nd meal period, in addition to the 3 on –the –clock breaks.
- Meal periods are not considered time worked if they meet all of the following criteria:
 - Meal periods are at least thirty (30) minutes in duration,
 - The employee is completely relieved of his/her duty, and
 - The employee is free to leave his/her work station if the employee so desires.
- Meal periods are to be taken at or near the middle of each work day.
 - The meal period may not be shortened or eliminated to alter the beginning or ending of a workday.
 - A meal period may not be skipped for personal convenience.

Questions:

If you have any further questions after this presentation, you may contact:

- ☺ Your Manager and/or
 - ☺ Mika Williamson, extension 3817
 - ☺ Lynn Marks, extension 2290