

USM Bylaws, Policies and Procedures of the Board of Regents

VII - 9.70 - POLICY ON REQUESTING A POSITION CLASSIFICATION REVIEW FOR NONEXEMPT STAFF POSITIONS

(Approved by the Board of Regents, June 9, 1995, EFFECTIVE July 1, 1996; Amended October 9, 2015).

I. PURPOSE AND APPLICABILITY

This policy defines the conditions under which a position classification review may be requested for positions allocated to Nonexempt classifications.

II. DEFINITION

Position Classification Review - The review of a position description to determine whether the position is assigned to the appropriate job class.

III. POSITION CLASSIFICATION REVIEW REQUESTS

- A. Each institution's President or designee shall be responsible for developing and communicating procedures, forms, and timetables for the acceptance, review, and determination of position classification review requests. The institution's Chief Human Resources Officer (CHRO) or designee shall be responsible for reviewing the position and determining whether the position is appropriately allocated to its current job class or should be changed to another job class.
- B. A request for a position classification review may be initiated by the President or designee, the appropriate supervisor/manager to whom the position reports, or by the incumbent with supervisor/management acknowledgment. Acknowledgment of a position classification review does not constitute a requirement for reclassification.
- C. A Position Classification Review may only occur when the job class to which a

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