

WRIGHT STATE UNIVERSITY

MANAGER'S GUIDE TO UNCLASSIFIED COMPENSATION ADMINISTRATION

Published March 2007

NOTE: This manual supersedes all previous unclassified staff compensation procedures and will remain in effect until cancelled or superseded. This manual pertains to all unclassified, non-faculty positions except for those positions having “executive management” status including the titles of Vice President, Associate/Assistant Vice President and positions designated by and/or reporting to the President.

All funding pertinent to compensation for university positions will be in compliance with appropriate budgetary guidelines and policies.

Wright State University is an Equal Opportunity/Affirmative Action Employer. It is the university's policy to prohibit discrimination and provide equal opportunity to all employees and applicants for employment, without regard to their race, gender, color, religion, ancestry, national origin, age, disability, veteran status, or sexual orientation.

TABLE OF CONTENTS

TOPIC	PAGE
I. INTRODUCTION	4
A. Purpose & Philosophy	4
B. Total Compensation	4
II. COMPENSATION ADMINISTRATION RESPONSIBILITIES	4
A. Human Resources Department	4
B. Department Manager/Supervisor	4 -5
C. Budget Planning and Resource Analysis	5
III. DETERMINING THE APPROPRIATE LEVEL OF COMPENSATION	5
A. Compensation Competitiveness (External Market Analysis)	5
B. Classification System (Internal Equity)	5
IV. SALARY BANDS, COMPENSATION RANGES AND NEW HIRE STARTING SALARY RANGES	5
A. Salary Bands	5
B. Compensation Ranges	5
C. New Hire Starting Salary Ranges	5 - 6
V. MAINTAINING A VALID CLASSIFICATION SYSTEM	6
A. Classification Plan Maintenance	6
1) Positions Impacted by Reorganization	6
2) Positions/Classifications Selected Based on other Criteria	6
B. Classification Titles and Working Titles	6
VI. POSITION REVIEW PROCESS	6
A. Positions Review With a Job Posting	6
1) New Position	6 - 7
2) Replacement Position	7
B. Reclassification of an Existing Position	7
1) How to Request a Position Review	7
2) Appealing a Review Decision	7
C. Salary Adjustments Resulting From A Review	7
1) Higher Classification	7
2) Lower Classification	7 - 8
3) No Change in Classification	8
VII. SALARY OFFERS FOR JOB CANDIDATES	8
A. New Hire Starting Salary Ranges	8
B. Determining Starting Salaries	8 - 9

TOPIC	PAGE/S
VIII. INDIVIDUAL CHANGES IN PAY	9
A. Annual Increases	9
B. Prorated Annual Increases	9
C. Over Maximum of the Compensation Range and Salary Band	9
D. Additional Salary Increases	9 - 10
1) Equity Adjustments	10
2) Special Salary Adjustments	10
3) Salary Band Movement	10
E. Temporary Assignment	10
F. Promotion	10 - 11
G. Voluntary Reassignment/Demotion	11
H. Involuntary Reassignment/Demotion	11
IX. Pay Practices	11
A. Full-Time and Part-time Unclassified Exempt Employment	11
B. Full-Time and Part-time Unclassified Hourly Employment	11
C. Overtime Pay	11
D. Public Accountability Rule for Partial Day Absences	12
E. Working Partial Pay Periods	12
ATTACHMENTS	
1. Request for Position Review	13
2. Position Description	14 - 17
3. Position Review Decision	18
4. Special Hiring Salary Request	19

I. INTRODUCTION

A. Purpose & Philosophy:

Wright State University (WSU) values its faculty and staff and recognizes them as its most important resource in achieving its mission and goals. Developing and maintaining an effective unclassified staff compensation plan is central to sound human resources management practices. Wright State University is committed to maintaining pay levels that are in compliance with all applicable laws and regulations and are internally equitable. *All unclassified staff will be compensated without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran status.* The Department of Human Resources (Human Resources) is responsible for policy administration of a uniform compensation program by providing guidance to supervisors, employees and departments in its use. Achieving the goals of equitable, fair and market competitive compensation is a responsibility also shared by all University administrators, managers and supervisors.

The unclassified staff compensation program is:

- Structured so as to help attract and retain employees with the talent and capacity required to operate the University;
- Designed to maintain the University in a reasonably competitive position in relationship to competitor institutions;
- Designed in such a way that the associated administrative time costs will be reasonable and in proportion to the other priorities and time demands on the University's financial resources and available management time;
- Intended to play a positive role in motivating employees to perform their duties to the best of their abilities and in a manner which supports the achievement of institutional goals;
- Based on a total compensation concept which includes direct pay and benefits being provided to employees;
- Responsive to the market position at which the University wishes to recruit and pay employees based upon University objectives and its overall compensation philosophy.

B. Total Compensation:

At WSU, total compensation includes direct pay plus benefit programs and a range of services provided by the University to its employees. The objective in having a total compensation approach is to assist in recruitment of the very best employees. The various elements of the total compensation program work together to reward individual achievement over a sustained period of time. Total compensation is a key part of the commitment to the well-being of employees of Wright State University.

II. COMPENSATION ADMINISTRATION RESPONSIBILITIES

A. Human Resources Department:

Human Resources is charged with the overall responsibility for the design and maintenance of the compensation plan. Specific Human Resources administrative responsibilities include:

- Conducting periodic market salary analysis;
- Reviewing and approving personnel transactions in accordance with university policies and procedures;
- Conducting position audits and resulting classification assignments;
- Determining new position classification/salary band assignments;
- Providing specific guidelines for setting individual salaries for new positions;
- Administering a classification review process; and
- Serving as the informational resource to the university community on salary administration and compensation issues.

B. Department Manager/ Supervisor:

The department manager/supervisor is responsible for administering the compensation plan in his/her area. Specific administrative responsibilities include:

- Understanding salary administration policies and procedures;
- Communicating salary administration processes to employees;
- Administering the plan in compliance with University rules and regulations; and

- Keeping Human Resources and Budget Planning and Resource Analysis informed in a timely fashion of any contemplated change or reorganization which may have an impact on classification matters and/or funding sources.

C. Budget Planning and Resource Analysis:

Budget Planning and Resource Analysis is responsible for ensuring that the funding of positions and applicable compensation are in compliance with University budget principles. Specific administrative responsibilities include:

- Maintaining the University’s position control database within the Banner system;
- Reviewing the financial impact of all employee position changes; and
- Reporting on and the distributing of position and compensation funding.

III. DETERMINING THE APPROPRIATE LEVEL OF COMPENSATION

Wright State University believes it is important to consider both internal and external factors as pay decisions are made.

A. Compensation Competitiveness (External Market Analysis):

Externally, the relevant labor market(s) will be monitored to determine market movement. The external market consists of other academic institutions and general industry employers with whom the university may compete for employees with relative skills and experience.

B. Classification System (Internal Equity):

Internal equity at WSU is grounded in the establishment and maintenance of a valid job classification structure. All unclassified staff positions are assigned to a classification which is determined by the position’s content rather than the capabilities of the individual employee. Human Resources is responsible for maintaining the classification system (assigning positions to classifications, rating classifications and conducting market analysis).

Internal equity however, does not mean everyone in a classification will be paid exactly the same salary. Other factors such as market data, experience, length of employment and performance will cause justifiable variances in individual employee rates of pay.

IV. SALARY BANDS, COMPENSATION RANGES AND NEW HIRE STARTING SALARY RANGES:

A. Salary Bands:

Salary Bands are broad structures built to accommodate classifications requiring similar knowledge and experience; decision making authority; problem-solving abilities; communication skills; internal and external contacts; supervisory authority and fiscal responsibilities. After a position is assigned a classification, it is placed in a salary band with positions receiving the same or a similar classification.

It is important to note, since salary bands are very broad, the appropriate level of pay for all positions in the band will not automatically start at the salary band minimum. Likewise, the pay level for all positions in the salary band will not automatically progress to the salary band maximum.

B. Compensation Ranges:

Taking into consideration such factors as market data, internal equity and availability of funding, Human Resources will develop a narrower compensation range within the broader salary band for similar position classifications. The compensation range will indicate where in the salary band the position should normally be paid. Low, middle and high salary rates in the compensation range will guide managers/supervisors as they make appropriate salary administration recommendations for their areas.

C. New Hire Starting Salary Ranges:

A starting salary range will be set by Human Resources for each open staff position. The starting salary range will begin at the compensation range minimum and extend to 110% above the compensation

minimum. Using the guidelines outlined in Section VII of this manual, managers/supervisors will use starting salary ranges to make recommendations on new hire starting salaries.

Example: Position A's Salary Band, Compensation Range and Starting Salary Range

Salary Band 3 -	\$34,070		\$57,920
Position A's Compensation Range -	\$36,000		\$51,957
Position A's Starting Salary Range -	\$36,000		\$39,600

V. MAINTAINING A VALID CLASSIFICATION SYSTEM

A. Classification Plan Maintenance:

Approximately 20% of all positions in the unclassified staff plan will be targeted for review each year. This "scheduled maintenance" approach gives the university a logical review of its classification system. In addition to the targeted review, which includes all position vacancies, the priorities for classification plan maintenance are:

1) Positions Impacted by Reorganization:

An effective compensation system, must be responsive to the University's need for organizational change. Typical internal situations, which may necessitate reorganization, include: changes in managerial objectives and policies, changes in technology, and changes in (or newly established) interrelationships/roles/conflicts between departments/units. As administratively approved change/reorganization is initiated for the purpose of furthering the university's goals or its objectives/effectiveness, reviews will be undertaken to ensure that position descriptions and classifications are accurate for positions impacted.

2) Positions/Classifications Selected Based on Other Criteria:

On an ad hoc basis, Human Resources will identify positions to be reviewed that are determined to:

- Require special skills and/or have unique training/development needs; or
- Be difficult to fill in terms of current recruitment/compensation strategy.

B. Classification Titles and Working Titles

A classification title is assigned by Human Resources to a position when it is evaluated and placed in the classification structure. The classification title will be the official title used by Human Resources.

A working title is a descriptive and informative designation in addition to, or exclusive of, the position's classification title. Working titles allow individuals both inside and outside the organization to accurately identify what a specific person's role is in the organization. Working titles can be used in the unit, in general communication, on business cards and on job postings.

A working title is requested by the department and approved by Human Resources. Working titles are appropriate when the working title: does not misrepresent the job and its authority within the University; does not create a conflict of interest or the appearance of such a conflict; does not conflict with an approved classification title; or if it is needed to meet regulatory standards (i.e. Radiation Safety Officer).

In most situations the classification title and the working title should be the same.

VI. POSITION REVIEW PROCESS:

A. Position Reviews With A Job Posting:

1) New Position:

When a new position is being requested, the hiring manager shall complete an *Announcement of Position Vacancy* form and a *Position Description* form. These forms should be approved by the Dean or Vice President and sent to Human Resources for review. Human Resources will analyze the position and assign a starting

salary range. Human Resources will communicate the results of the analysis back to the Dean or Vice President and the hiring manager. The Business Manager for the area should verify with Budget Planning and Resource Analysis the funding source for the position prior to posting the *Announcement of Position Vacancy*.

2) Replacement Position:

When a replacement position is being requested, the hiring manager shall complete an *Announcement of Position Vacancy* form and a *Position Description* form. These forms should be approved by the Dean or Vice President and sent to Human Resources for review. Human Resources will verify the classification and the starting salary range and communicate the results of the analysis back to the Dean or Vice President and the hiring manager.

B. Reclassification of an Existing Position:

If an unclassified employee believes that his or her duties have significantly changed (25% or greater) and are therefore much different from those outlined in his or her official position description, a classification review may be requested. An example of a significant change is noted below.

Duty	Old Percent of Time	New Percent of Time
Coordinate operational activities	20	40
Produce Reports	15	10
Supervise employees	20	30
Conduct special studies/research	45	20

1) How to Request a Review for an Existing Position:

If an employee would like to initiate a review of his or her position, he or she must complete a *Request for Position Review* form (See Attachment 1) and a new *Position Description* form (See Attachment 2). The employee must have the *Request for Position Review* form and the *Position Description* validated by his or her department/unit head and the vice president or dean of the division or college. After obtaining all required signatures, the employee should submit the request to the Compensation Department in Human Resources.

A representative of Human Resources will contact the department/unit and make arrangements to meet with the employee. The Human Resources compensation representative will take into consideration all written and verbal information in rendering a classification decision. The results of the review (See Attachment 3) will be communicated back to the employee, department/unit head and to the Dean or Vice President.

If a position is reclassified, the effective date shall be the first day of the month following the completion of the review.

2) Appealing a Review Decision:

Position review decisions may be appealed by the employee or the department head by contacting the AVP of Human Resources. If the employee or the department head is not satisfied with the decision of the AVP of Human Resources, he or she can appeal in writing to the Provost. The written appeal to the Provost must be made within ten calendar days of the AVP of Human Resources' decision. The decision of the Provost shall be final.

C. Salary Adjustments Resulting from a Position Review:

1) Higher Classification:

If the review of a position results in a higher classification, a pay adjustment will be made. The increase shall normally fall into a range of 5%-15% of the employee's current pay. The amount of the increase will be determined by Human Resources in consultation with the employee's department management and will be based on the following: market data, documented extraordinary performance, and internal equity with like positions

2) Lower Classification:

If the review of a position results in a lower classification and, therefore, a lower salary band, the employee's salary will not be decreased. If the employee's salary is over the maximum of the lower salary band, instead of

an annual salary increase a “lump sum” payment may be awarded to the employee following the guidelines defined in the “Over Maximum” section of this manual (See Section VIII).

3) No Change in Classification:

If the review of a position results in there being no change in the classification, the employee’s salary shall be maintained at the current level.

VII. SALARY OFFERS FOR JOB CANDIDATES

A. New Hire Starting Salary Ranges:

Taking into consideration such factors as market data, internal equity and availability of funding, Human Resources will determine starting salary ranges for all open staff positions.

B. Determining Starting Salaries:

When determining a starting salary the hiring manager should take into consideration the job candidate’s training, knowledge and experience in meeting or exceeding the minimum qualifications of the position for which he or she is applying. In no case will the salary for a new hire fall below the minimum of the starting salary range or exceed the maximum of the assigned salary band. All necessary approvals, including a review by Affirmative Action, must be received before an offer is made to the candidate.

Guidelines for Determining Starting Salaries

Starting Salary Recommendations	Candidates Qualifications and Attributes	Approving Authority
Minimum starting salary up to 110% of the minimum starting salary	The starting salary range is appropriate for a candidate who is fully proficient coming into the position, who is fully competent, possesses the full skill set, and needs only a brief orientation time to perform the job well. The hiring manager should always give consideration to internal equity issues when recommending a starting salary.	Appropriate VP or Dean
111% to 115% of the minimum starting salary for the job posting	A starting salary at this level is only appropriate for a candidate who clearly exceeds the necessary skill set and brings added competencies and experience to the position. If the hiring authority is requesting a salary above the starting salary range, the <i>Special Hiring Salary Request</i> form (See Attachment 4) must be completed and sent to Human Resources. It is the hiring manager’s responsibility to present a clear and justifiable reason for requesting the higher salary. Appropriate consideration must be given to internal equity issues when recommending a starting salary. The salary offer must be approved by the Human Resources Compensation Manager.	HR Compensation Department
116% of the minimum starting salary and higher	A starting salary at this level should only be considered for an extraordinary candidate who brings years of experience and expertise to the position. If the hiring manager is requesting a salary in this range, the <i>Special Hiring Salary Request</i> form (See Attachment 4) must be completed and sent to Human Resources. It is the hiring manager’s responsibility to present a clear and justifiable reason for requesting the higher salary. Appropriate consideration must be given to internal equity issues when recommending a starting salary. The salary offer must be approved by the Office of the Provost.	Office of the Provost

Other factors to take into consideration when determining a starting salary are:

- Approved Funding
- Grant Funding
- Number of qualified applicants
- Staff diversity
- Length of time the position has been vacant
- Urgency to fill the position
- Market conditions for the position
- The effect of the advanced salary on existing salaries being paid for similar positions (a check on the equity of the situation is critical)

Salary negotiations with prospective external candidates should be considered in context of the total compensation package being offered and how it compares to the candidate's existing situation.

VIII. INDIVIDUAL CHANGES IN PAY

A. Annual Increases:

The effective date for unclassified staff pay increases will be July 1 of every year. A pay increase pool for unclassified employees will be set annually by the University's administration and aggregated at the dean and vice president levels. When determining appropriate annual increase amounts the dean or VP should normally:

- Make distinctions for different levels of performance.
- Not exceed the pay increase pool total.

It is important for employees to understand the correlation between pay and performance; therefore, managers should meet with every employee individually to explain how his or her pay increase amount was determined.

B. Prorated Annual Increases:

A prorated annual increase may be awarded to employees hired between August 1 of the previous year and April 30 of the current year. The prorated increase amount is obtained by dividing an annual increase amount by twelve and multiplying the result by the number of months the employee has been at the University.

For example: An employee is hired on November 1 of the previous year.

- 1) Using the merit guidelines for the current year calculate a merit amount for the employee on a 12 month basis. For this example we will use a calculated merit amount of \$1000.00.
- 2) Divide the annual amount of \$1000.00 by 12. This gives a monthly merit rate of \$83.33.
- 3) The employee has been at the university for 8 months. Take the monthly rate of \$83.33 times 8 to calculate the merit increase amount for the current year. In this example the merit increase for this employee is \$666.64.
- 4) Follow same process to determine the across-the-board increase.

C. Over Maximum of the Compensation Range and Salary Band:

When an unclassified employee reaches the maximum of his or her compensation range, additional annual salary increases can occur if the employee's supervisor provides documentation that the employee has exhibited exceptional performance and the increase is approved by Human Resources. Otherwise, the employee will be awarded a "lump sum" payment instead of an annual salary increase. An employee at the maximum of a salary band will always receive a "lump sum" payment instead of an annual salary increase.

D. Additional Salary Increases:

Additional salary adjustments to address internal and/or external inequities resulting from organizational changes, application of other salary administration guidelines, competitive market conditions and other

reasons deemed essential to the well-being of the University may be necessary to maintain appropriate pay relationships within an organizational unit.

1) Equity Adjustments:

When a department director or equivalent level position perceives that an internal inequity in compensation exists within his/her unit, a request for a review accompanied by supporting documentation shall be submitted to the Department of Human Resources. The Department of Human Resources will evaluate the information and submit its findings to the appropriate Dean or Vice President for approval.

2) Special Salary Adjustments:

Four times a year Human Resources will consider requests from managers to consider Special Salary Adjustments for employees. Any request for a special salary adjustment must be based on one or more of the following reasons:

- To react to shifts in the competitive labor market;
- To correct pay compression issues in a department;
- To correct an internal inequity between positions in two different areas of the University; and
- To provide equitable compensation because of a change in the value of a position due to the addition of more complex duties and/or a significant expansion of responsibilities.

The rate of pay for a position is directly related to the required education, skills and experience listed on the job description. **If an employee possesses or obtains a degree or skill not required by the job description, he or she will not be compensated for the degree or skill.** Only with documented support that the additional degree or skill substantially enhances the employee's performance, and therefore adds value to the position, will consideration be given to a special salary adjustment for the employee.

The deadlines for submission of special salary adjustment requests are October 31 for an effective date of January 1; January 31 for an effective date of April 1; April 30 for an effective date of July 1 and July 31 for an effective date of October 1.

3) Salary Band Movement:

If the University determines it necessary to change the minimums, midpoints and maximums of the salary bands, any employee who falls below the new salary band minimum will be adjusted to the new minimum.

E. Temporary Assignment:

A manager may, upon approval from HR, temporarily: a.) assign an employee to a different position or b.) assign responsibility for the work of a position vacated by reason of an incumbent's extended leave or termination to an employee. Such assignments may be made for a period normally not to exceed one year. An employee temporarily assigned for less than thirty (30) days duration shall receive no change in pay. If an employee is temporarily assigned for thirty-one (31) days or longer, a pay adjustment will be made according to the following:

- If the employee is fulfilling all of the essential functions of the different position and if the classification for the position of the temporary assignment is higher than the classification of the employee's regular position, the employee's annualized salary may be temporarily increased for the duration of the assignment by a maximum of ten percent (10%) or the minimum of the salary band of the temporary assignment, whichever is greater.
- If the employee is assuming some of the essential functions of the different position and if the classification for the position of the temporary assignment is higher than the classification of the employee's regular position, the employee's annualized salary may be temporarily increased for the duration of the assignment by a maximum of five percent (5%)

In processing a temporary assignment, only the salary shall be changed in Banner (the classification title will not change).

F. Promotion:

Most promotions occur as a result of a job review which raises the position to a higher salary band, or from an employee applying for and being selected for a higher level position. The increase in salary for a promotion shall normally a range of 5% to 15% of the employee's current pay. The amount of the increase

will be determined by Human Resources in conjunction with the approving administrator and will be based on the following:

- Current pay as compared to the Starting Salary Range for the position
- A documented pattern of extraordinary performance
- Internal equity

G. Voluntary Reassignment/Demotion:

When an employee requests, (and the request is approved by the department administrator and Human Resources), to be reassigned to a position in a different salary band, the employee's annualized salary normally will be decreased by 5% or to the maximum of the lower salary band, whichever is the lower rate of pay.

H. Involuntary Reassignment/Demotion:

When an employee is involuntarily reassigned to a lower position for disciplinary or performance purposes, the employee's annualized salary will be decreased. The employee's annualized salary will be determined by the AVP of Human Resources in consultation with the employee's administrator.

When an employee is involuntarily reassigned to a lower level position for administrative purposes resulting from reorganization, the employee's salary will remain the same if within the new salary band or be set at the maximum of the new salary band, whichever is lower.

IX. PAY PRACTICES

A. Full-Time and Part-time Unclassified Exempt Employment:

It is the practice of the university that exempt employees, as defined by the Fair Labor Standards Act (FLSA), are paid on a salary basis. The employees are paid on a monthly pay cycle; therefore the pay period salary amount is determined by dividing the annual salary amount by 12 pays. The FLSA minimum salary for any exempt staff member is \$23,660.00.

Exempt part-time salaries will be calculated as a percent of the full-time salary for the position. The adjusted annual salary will be divided by 12 and paid on a monthly basis. The FLSA minimum salary for any part-time exempt staff member is \$23,660.00, and can not be adjusted below this minimum for part-time hours or the employee will not retain his or her exempt status.

B. Full-Time and Part-time Unclassified Hourly Employment:

It is the practice of the university that nonexempt employees, as defined by the FLSA, are paid on an hourly basis. The employees are paid on a two week pay cycle (26 pays a year). The hourly rate of pay is determined by taking the full-time annual salary and dividing it by 2080 hours.

The amount of pay an employee will receive for each pay cycle is determined by taking the hourly rate of pay and multiplying it by the number of hours worked during each week of the pay cycle. If the employee works less than 40 hours in a week and has exhausted his or her sick and vacation accrual, the employee's pay will be lowered by the number of hours he or she worked under 40 hours for that week. If the employee works over 40 hours in a week, all hours work over 40 will be paid as overtime.

C. Overtime Pay:

All unclassified nonexempt hourly employees are required to record the hours they work each day on an electronic time card. Once an employee exceeds 40 hour worked in a work week, the employee is entitled to overtime pay for all additional hours worked during the week. (Sick and vacation hours are not considered hours worked for the overtime pay calculation.) The overtime will be paid at one and one-half times the employee's regular rate of pay. The university's work week runs from Saturday through Friday. Unclassified nonexempt employees may not take compensatory time off instead of overtime pay.

D. Public Accountability Rule for Partial Day Absences:

An employee of a public agency who has worked less than 40 hours in the workweek may have his or her pay reduced for absences for personal reasons or because of illness or injury of less than one work-day (partial day) when accrued leave is not used by an employee because:

1. Permission for its use has not been sought or has been denied;
2. Accrued leave has been exhausted; or
3. The employee chooses to use leave without pay.

If an employee has worked less than 40 hour in the week and wishes to avoid a reduction in pay, he or she should use available sick or vacation hours for partial day absences.

E. Working Partial Pay Periods:

An exempt employee will receive only a proportionate share of his/her regular pay in single day increments when beginning or terminating employment during a pay period.

Note: All forms mentioned in this document can be located on the Human Resource website under the heading of "Forms."

ATTACHMENT 1: REQUEST FOR POSITION REVIEW

Employee Name: _____

Department: _____ Phone: _____

Current Classification Title: _____

I am requesting a review of this position because:

Employee's Signature

Date

Please attach a new position description form to this request.

I have read the contents of this form and the attached position description and agree with the content.

Department/Unit Head

Date

Dean or Vice President

Date

Please note: A position will not be reviewed without 1) appropriate approvals as noted above, 2) a new position description form and 3) the narrative requested above.

ATTACHMENT 2: POSITION DESCRIPTION

**Wright State University
Position Description Form**

DEPARTMENT:	
CURRENT JOB TITLE:	
CURRENT INCUMBENT:	
REPORTS TO (Name and Title):	
PREPARED BY (Name, Title and Date):	
APPROVED BY (Name, Title and Date):	

I. Job Purpose

Please provide one or two sentences that describe the overall purpose of this job. The job purpose describes why the job exists. Statements should generally begin with “To” and “By”.

Job Purpose:

II. Essential Job Functions

The essential job functions are the duties and responsibilities of the job that involve the fundamental nature of the job, occupy a large proportion of the employee’s time or require specialized expertise. **Other duties not listed as essential functions may be assigned.**

A sample essential function for an Office Assistant I would be “Communicates with callers and visitors providing information about the department.” Note that to perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please state each essential job function and the approximate percentage of time spent in each function in the spaces provided below. When possible, describe job functions based on natural groupings of work activities and label these groups as essential job functions. Please limit the number of job functions to a total of 6. The percentages of time spent performing the essential functions should add up to 100%.

1	Percent of time spent in this function: _____ %	Essential function: _____
----------	--	---

2	Percent of time spent in this function: _____ %	Essential function: _____
----------	--	---

3	Percent of time spent in this function: _____ %	Essential function: _____
----------	--	---

4	Percent of time spent in this function: _____ %	Essential function: _____
----------	--	---

5	Percent of time spent in this function: _____ %	Essential function: _____
----------	--	---

6 Percent of time spent in this function: <hr style="width: 50px; margin-left: 0;"/> %	Other related duties: <hr style="width: 50px; margin-left: 0;"/>
---	--

III. Supervision and Fiscal Responsibilities

Supervision: Does this position have any supervisory responsibilities or direct the work of others? If so, please list below the type of supervision/work direction provided by this position and to whom it is given.

Fiscal Responsibilities: Does this position have responsibility for managing specific budgeted accounts, analyzing budget transactions, monitoring accounts or does it have full responsibility for planning, forecasting and final approval of budget transactions? If so, please list below what fiscal responsibility the position has and approximately the dollar amount associated with that responsibility.

IV. Minimum Job Qualifications

Please list any specific previous training, certifications or skills (e.g. computer software training) that can increase competency (knowledge, skills and abilities) in performing this job, and any working conditions that the employee may be exposed i.e. temperature, noise, hazardous materials, climbing, hours of work, etc.

PREVIOUS TRAINING , KNOWLEDGE, SKILLS OR ABILITIES:

EDUCATION AND EXPERIENCE REQUIREMENTS:

Required:

Required Professional license or certificates:

Preferred:

WORKING CONDITIONS:

HR Reviewed By and Date:

ATTACHMENT 3: POSITION REVIEW DECISION

Employee Name: _____

Department: _____

Date Review Request Submitted: _____ Date Review Completed: _____

POSITION REVIEW RESULTS

RECOMMENDED ACTIONS

Signature of person performing review

Date

ATTACHMENT 4: SPECIAL HIRING SALARY REQUEST

Department: _____

Requestor: _____

Title of Position: _____

Applicant's Name: _____ Requested Salary: _____

Clearly state the reason(s) for this request.

Submitted by: _____

Date: _____

Approved by:

Dean/Vice President: _____ Date: _____

Approved by:
Compensation Manager: _____ Date: _____

and/or
Provost Office: _____ Date: _____