

POLICY 3
POSITION CLASSIFICATION

Rule 3.02 - Position Reviews

Supervisors and heads of units are responsible for insuring that the duties and responsibilities assigned to each position are in accordance with those described in the official position description.

Regulations

3.021 Classification Determination

When the unit head or a designee finds that the duties and responsibilities of a position must be changed from the fundamental duties described on the most recent position description, the unit will consult with the campus human resources staff to determine the proper classification or to determine whether the assignment of certain duties is appropriate.

3.022 Employee Notification

An employee will be notified when the unit head or a designee requests a change in the employee's job classification. The incumbent may request a job audit and shall have the right of appeal as provided under Regulation 3.041.