

POLICY 3
POSITION CLASSIFICATION

Rule 3.04 - Classification Requests/Appeals

Requests for the allocation, reallocation, or reclassification of positions may originate at any level of the University organization, but the recommendation to the State Universities Civil Service System will be made only by the campus or University human resources offices, as delegated by the Associate Vice President for Administration and Human Resources, who is the Designated Employer Representative to the System.

Regulations

3.041 Classification Review

An employee or an employing unit may request a review of the appropriateness of a position classification:

- A. The campus human resources office will review requests for determination of the appropriate classification and requests for reclassification or reallocation of a position.
- B. An employee may seek further review by the State Universities Civil Service System in accordance with Civil Service System Rule 250.30(e), Reallocation or Reclassification of Existing Positions, and the State Universities Civil Service System procedures. The request should be submitted within thirty (30) calendar days of the receipt of the campus decision.

3.042 Arbitration

A request concerning an individual's position classification may not be appealed to arbitration.

3.043 Effective Date

The effective date of reclassification or reallocation of an existing position shall be the beginning of the pay period during which the initial campus review or audit is conducted providing the incumbent has taken and passed the Civil Service examination for the new classification. If the incumbent has not taken and passed the Civil Service examination, the effective date shall be the beginning of the pay period immediately following the date the incumbent passes the examination.