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Policy Owner: Chief Human Resources Officer
Approved by: President
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EMPLOYMENT CLASSIFICATION

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, NewU classifies its employees as shown below. NewU may review or change employee classifications at any time.

Exempt. Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

Responsibility for the classification of positions resides with Human Resources. Prior to posting positions, Human Resources reviews jobs requisitions for all positions new to the University, as well as those being replaced and/or undergoing significant changes in scope and responsibility level; and determines the appropriate job and grade profile.

Fair Labor Standards Act (FLSA)

NewU is subject to the provisions of the federal Fair Labor Standards Act (FLSA, which regulates employer's activities concerning hours of work, the payment of wages, minimum rates of pay, payment for overtime, and recordkeeping). Human Resources reviews each position before posting to ensure that it is classified correctly, and that the written job description and the actual duties of the position are consistent with one another.

Staff positions are evaluated based on the content of the duties listed in the job requisition; the level of problem solving, accountability, decision-making, and responsibility of the position; the scope and complexity of the position; and the impact of the position on the organizational unit's operations. The results of the evaluation establish the position's job family, job profile, and grade profile, as well as exemption status.

Salary offers are made based on the candidate's qualifications, experience, skills, and education as they directly relate to the requirements of the position; as well as internal equity, external market benchmarks, and grade profile. No staff member will be offered a salary below the minimum or above the maximum of the grade profile. No formal salary offer, or promise of an offer, may be made without prior approval from the Executive Human Resources Officer and the President.

Positions reclassification and compensation changes

A position reclassification is the assignment of a new job profile and/or grade profile to an existing position. Human Resources bases this change on an evaluation of the duties, responsibilities, scope, impact, and minimum qualifications of the position. The evaluation

may result in a change to the job profile and grade profile; and in some cases, to the job family.

A filled position is eligible for a reclassification review when there has been an authorized and necessary significant increase in that position's scope, impact, complexity, responsibilities, and accountability such that the incumbent is required to exercise greater judgment and discretion, and to rely on a larger and more specific skill set than previously necessary in order to perform the work successfully.

A staff member must have at least six months of continuous service in his/her current position for the position to be eligible for a reclassification review. Additionally, incumbents should have been successfully performing the new duties for a minimum of six months before a reclassification request is submitted to Human Resources. Human Resources reviews the request and determines an appropriate job profile/grade profile and/or compensation change.

Years of service, outstanding work performance, and/or an increase in the volume of work are not grounds for a position reclassification.

It is the responsibility of the supervisor to identify significant changes in job responsibility and to initiate a reclassification review. If a staff member and his/her supervisor disagree regarding the need to review a position, the staff member may contact Human Resources, who may mediate between management and staff to reach a resolution.

Compensation Changes

Off-cycle adjustments to a staff member's salary/hourly rate are designed to address issues due to pay compression, equity, market factors, or an increase in duties. They may be requested throughout the fiscal year. A staff member must have at least six months of continuous service to be eligible for a compensation change review. A staff member who currently is on a performance improvement plan is not eligible for a compensation change. Length of service alone is not considered a valid reason for a compensation change. Human Resources reviews the request and determines an appropriate salary/hourly rate. All compensation changes should be submitted to the President for approval.

A compensation review may result in 1) the staff member receiving an internal equity adjustment to align salary/hourly rate with those of others in the department, or the University who are performing similar work at a similar level, and who possess similar skills and experiences that are directly relevant to the position; or 2) the staff member receiving an external-market-based adjustment to salary/hourly rate; or 3) no change to the staff member's salary/hourly rate.

Human Resources will determine the effective date of any reclassification and/or compensation change. No reclassification or compensation change may be effective prior to the beginning of the current fiscal year.

[End]