

Office of Human Resources

Hepburn Hall Room 105

To further assist you, a brief summary of the standards used when reviewing a request are provided below:

Factors that Count

- Additional Responsibilities
- Nature and variety of work
- Complexity of work
- Supervision or guidance received
- Supervision over others
- Guidelines available
- Consequences of errors
- Nature and finality of decisions
- Originality
- Knowledge, skills and abilities required for the position

Factors that Do Not Count

- Dependability
- Volume of work
- Quality of performance
- Pay step in range
- Financial need
- Loyalty to University and/or supervisor
- Length of service

Employees will be contacted for a review of their position and/or additional information, if deemed necessary by the Office of Human Resources. An internal impact analysis will be conducted and similar positions will be reviewed to insure internal consistency in the classification process.

The employee will be notified with the determination. Employees not satisfied with the determination have appeal rights or may challenge the decision in accordance with their negotiated agreement.