

# Utah Tech University Policy

## 351: Job Descriptions, Classification, and Reclassification



- I. Purpose
- II. Scope
- III. Definitions
- IV. Policy
- V. References
- VI. Procedures
- VII. Addenda

### I. Purpose

- 1.1 To provide guidance on and the requirements for Utah Tech University's ("the University") Job Descriptions, Classification system, and Reclassification process.

### II. Scope

- 2.1 This policy applies to all University Employees.

### III. Definitions

- 3.1 **Classification:** Determination by Human Resources as to which Employees must be paid overtime under the Fair Labor Standards Act ("FLSA"), for reporting under the Affordable Care Act ("ACA"), and for other purposes required by federal or state law or University policy.
- 3.2 **Employee:** An individual employed by the University, including all Faculty and Staff.
- 3.3 **Faculty:** A University employee whose primary role is the teaching of University students.
- 3.4 **Fair Labor Standards Act ("FLSA"):** A federal law establishing minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments (including higher education).
- 3.5 **Job Description:** A detailed written account or explanation of all duties, functions, qualifications (education/experience), skills, work environment, and responsibilities, which together are required to perform a particular

job, that is used for classification, compensation, evaluation and recruitment.

- 3.6 **Reassignment:** The movement of an Employee within the University's organization at the University's discretion due to factors such as a reorganization deemed necessary to improve University effectiveness; significant personality conflicts; an opportunity to evaluate an Employee in a different geographical or departmental location; and other critical needs.
- 3.7 **Reclassification:** The assignment of a new Job Description and/or pay grade to an existing job based on Human Resources' review of duties, qualifications, and/or responsibilities, which may result in a new compensation benchmark, change in compensation rate, and/or exemption status.
- 3.8 **Staff:** A University Employee whose primary role is non-teaching; e.g., administers a University organization and function(s) (President, Vice Presidents, Directors, etc.) or supports a University organization and function(s).
  - 3.8.1 **Exempt Staff:** A Full-time Staff Employee whose Job Description meets the Fair Labor Standards Act ("FLSA") criteria to be exempt from overtime compensation. Such standards are defined by the FLSA and include a variety of tests, such as (but not limited to) paid salaried vs. hourly, meeting or exceeding specific salary levels, and/or including specific job or supervisory responsibilities.
  - 3.8.2 **Non-Exempt (Classified) Staff:** Full or part-time Staff positions that, under the Fair Labor Standards Act ("FLSA"), are entitled to overtime compensation. Employers must pay such employees one-and-a-half-times their regular rate of pay (or employees must accrue this equivalent amount of compensatory time off) when Non-Exempt employees work more than 40 hours in one Work Week.
- 3.9 **Supervisor:** The employee who exercises the authority or responsibility to appoint, reappoint, promote, manage performance, assign work, administer compensation, terminate, or take other action concerning another Employee's terms and conditions of employment.
- 3.10 **University Business Day:** Any day that the University is open for business (excludes weekends, holidays and University closures).
- 3.11 **Work Week:** Defined as Saturday morning at 12:00 AM through the subsequent Friday evening at 11:59 PM.

## IV. Policy

- 4.1 Human Resources establishes and maintains a classification system through which jobs are classified based on Job Descriptions and which is consistent with the Department of Labor Fair Labor Standards Act (“FLSA”), the Affordable Care Act (“ACA”), other federal and state laws, and University policies.
- 4.2 New Staff Job Descriptions are developed by Supervisors, in consultation with Human Resources.
- 4.3 Human Resources evaluates each Job Description with the job’s Supervisor(s) and determines the job’s appropriate overtime classification of Exempt vs. Non-Exempt under the FLSA.
  - 4.3.1 Under the Fair Labor Standards Act (FLSA), a Faculty Member’s primary duties exempt Faculty from overtime compensation. See University Policy 631.
- 4.4 Existing Staff Job Descriptions are to be reviewed annually by the current job holder as part of the Employee’s self-evaluation during the annual evaluation process and/or reviewed and updated by the supervisor with turnover (advertising a replacement position). If adjustments are deemed needed during the annual evaluation process, the Employee and the Supervisor discuss such adjustments and notify Human Resources in writing of the need for an adjustment to the existing Job Description through the annual evaluation system.
- 4.5 Job Descriptions are used both as an evaluation tool for Employees (see University Policy 327) and to create job announcements (see University Policy 305). Job Descriptions include (but are not limited to):
  - 4.5.1 Essential job duties and functions;
  - 4.5.2 Education, experience, and knowledge/skills requirements;
  - 4.5.3 Supervisory responsibilities (if applicable);
  - 4.5.4 Work environment and physical demands of the position.
- 4.6 Faculty job announcements are retained by Human Resources and are used in the hiring process (see University Policy 305). A copy of the job announcement used to hire a Faculty member is placed within the Faculty member’s personnel file and serves as an informal Job Description, although Faculty are also expected to fulfill their roles and responsibilities as defined by Academic policy (see University Policy 633).

- 4.7 Human Resources retains an electronic database of both job announcements and Job Descriptions. Employees and Supervisors have electronic access to the Employee's own Job Description and those Job Descriptions of Employees supervised by the Supervisor within said database and may request a copy of the most recent Job Description on file, if needed, from Human Resources.

## **V. References**

- 5.1 University Policy 305: Hiring
- 5.2 University Policy 327: Performance Appraisals
- 5.3 University Policy 352: Staff Compensation
- 5.4 University Policy 373: Termination and Reduction in Workforce
- 5.5 University Policy 631: Faculty Categories
- 5.6 University Policy 633: Faculty Rights & Responsibilities
- 5.7 US Department of Labor Wage and Hour Division  
(<https://www.dol.gov/whd/>)

## **VI. Procedures**

- 6.1 A Supervisor seeking to create a new Job Description can request a Job Description template from Human Resources. Existing Job Descriptions are available electronically to Employees and Supervisors (see section 4.7 of this policy). Procedures for updating existing job descriptions are outlined in section 4.4 of this policy.
- 6.2 A Supervisor seeking information regarding specific FLSA determinations for Exempt vs. Non-Exempt status can review this information through the US Department of Labor Wage and Hour Division website, and meet with or request this information from Human Resources.
- 6.3 A Supervisor seeking to have an Employee's Job Description reclassified must submit a new proposed Job Description to Human Resources for review, and also provide the rationale and justification for the proposed changes. A request for Reclassification must be submitted by February 15 to Human Resources, with the Supervisor's Department or Division head's written approval in order for the request to be reviewed and potentially implemented through the annual budget cycle. If a Reclassification is approved, the new Job Description and any compensation and/or reporting adjustments becomes effective on July 1.

- 6.3.1 Human Resources will review a Job Description Reclassification request within thirty (30) days of submission and notify the requesting Supervisor(s) and Employee whether the Reclassification is approved. Human Resources will also make recommendations for compensation, exemption status, etc., during the process of reviewing the request for Reclassification, in order to ensure appropriate planning by the Supervisor.
- 6.3.2 A Reclassification may occur off-budget cycle in the event of department/division restructuring.
- 6.4 Reassignment may be made by the President, a Vice President, or a President's direct report for reasons outlined in section 3.6 above. In the event of a Reassignment:
  - 6.4.1 The reassigned employee will be notified by the Employee's Supervisor or Human Resources at least ten (10) University Business Days prior to the beginning of the new assignment.
  - 6.4.2 An Employee may be reassigned to a job with a higher, lower, or the same/similar compensation benchmark.
    - 6.4.2.1 If the new job is at a higher compensation benchmark, the adjusted compensation will become effective the first day of the new assignment.
    - 6.4.2.2 If the new job is at a lower compensation benchmark, the Employee's current compensation will remain the same. However, future equity increases may be affected (see University Policy 352).
    - 6.4.2.3 If the new job is at a similar or the same compensation benchmark, the Employee's compensation will remain the same.
    - 6.4.2.4 Accumulated leave will be carried over by the Employee, and any adjustment in leave due to the new position will take effect on the date of Reassignment. If a particular leave category will not carry over (e.g., compensatory time if a full-time Non-Exempt Staff employee moves to an Exempt Staff position and/or vacation leave if a full-time Non-Exempt or Exempt Staff employee moves to a Faculty position), such leave will be paid out prior to the first day of the new assignment.

- 6.4.3 Temporary Reassignment will not exceed one year. At the end of the temporary assignment, the job may be opened and advertised internally and externally.
  - 6.4.3.1 The Employee's previous position (during a temporary Reassignment) is left vacant until said Reassignment is either made permanent or discontinued.
    - 6.4.3.1.1 If the Reassignment is made permanent, the salary adjustment mentioned in section 6.4.2 will become ongoing.
    - 6.4.3.1.2 If the job is discontinued, see section 6.4.3.3. Employee retains seniority in the vacant position in the event of the reduction in workforce, as outlined in University Policy 373.
  - 6.4.3.2 Temporary Reassignment will be accompanied by the appropriate temporary salary adjustment if the Reassignment exceeds more than ninety (90) days and is approved by the applicable senior administrator (President, Vice President, or President's direct report).
  - 6.4.3.3 If the temporarily reassigned Employee is not hired when the job is filled, the Employee will be returned to the Employee's previous position (or a comparable position) at the appropriate compensation benchmark and compensation level for that position, or may again be reassigned.

## **VII. Addenda – N/A**

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Policy Owner: Executive Director of Human Resources  
Policy Steward: Executive Director of Human Resources

### History:

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