

Dixie State University Policy

351 Job Classification



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I. Purpose

- 1.1 Dixie State University (DSU) maintains job classifications for its faculty and staff consistent with the Department of Labor Fair Labor Standards Act (FLSA), the Affordable Care Act (ACA), and other Federal, State, and Institution regulations.

II. Scope

- 2.1 This policy applies to all University employees as defined under Policy 301: Personnel Definitions.

III. Definitions

- 3.1 **Job Description:** a detailed written account or explanation of all duties/job functions, qualifications (education/experience), skills, work environment, and responsibilities, which together make up a particular job.
- 3.2 **Faculty:** University employees whose primary objective is the teaching of University students, as well as performing service, scholarship, and research associated with instruction. Under the Fair Labor Standards Act (FLSA), such primary duties qualify these positions as being exempt from overtime pay.
- 3.3 **Staff:** University employees whose primary objective is non-teaching, e.g. administer campus organization and functions (President, Vice-Presidents, Directors, etc.) or support campus infrastructure and programs.
 - 3.3.1 **Exempt Staff:** full-time staff positions that meet certain Fair Labor Standards Act (FLSA) criteria, thus allowing the position to be exempt from overtime pay. 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.

- 3.3.2 ***Non-Exempt (Classified) Staff:*** full or part-time staff positions that, under the Fair Labor Standards Act, are entitled to overtime pay. Employers must pay such employees one-and-a-half-times their regular rate of pay when non-exempt employees work more than 40 hours in a week.
- 3.4 ***Reclassification:*** the act of evaluating one's job position based on duties, qualifications, and/or responsibilities and changing the job position to another that typically results in a new salary benchmark, change in pay rate and/or exemption status.
- 3.5 ***Reassignment:*** the act of evaluating and changing one's job position, duty, and/or location due to factors such as: reorganization deemed necessary to improve institutional effectiveness; significant personality conflicts; an opportunity to evaluate an employee in a different location; and other critical needs.

IV. Policy

- 4.1 Staff Job descriptions will be developed by position supervisors, in consultation with the position holders and the Human Resources Office. Job descriptions are used both as an evaluation tool for employees (see Policy 327: Performance Appraisals) and to create job announcements (see Policy 305: Hiring). Job descriptions include (but are not limited to):
 - 4.1.1 Essential job duties and functions;
 - 4.1.2 Education, experience, and knowledge/skills requirements;
 - 4.1.3 Supervisory responsibilities (if applicable);
 - 4.1.4 Position's fit within department/division organizational structure;
 - 4.1.5 Work environment and physical demands of the position.
- 4.2 Faculty job announcements are retained by the Human Resources Office and are used in the hiring process (see Policy 305: Hiring). A copy of said announcement used to hire a faculty member is placed within the faculty member's personnel file and will act as an informal job description, though faculty are also expected to fulfill their roles as defined by Academic policy (see section 600 of policies).

- 4.3 DSU employees are subject to the requirements of the Fair Labor Standards Act. As such, Human Resources shall evaluate each job description with supervisors and determine the job's appropriate overtime classification of exempt vs. non-exempt under FLSA tests. Once a classification decision has been determined, see Policy 352: Staff Compensation for rules governing each position class as well as pay guidelines.
- 4.4 Job Descriptions should be reviewed and updated with turnover (advertising a replacement position) and/or annually as part of an employee's performance appraisal. Updates will be sent to the Human Resources Office for evaluation and approval before being formally incorporated into the job description on file.
- 4.5 The Human Resources Office will retain an electronic database of both job announcements and job descriptions. Employees and/or supervisors may request copies of the most recent job description on file as needed.

V. References

- 5.1 Policy 301: Personnel Definitions
- 5.2 Policy 305: Hiring
- 5.3 Policy 327: Performance Appraisals
- 5.4 Policies 600: Academics
- 5.5 US Department of Labor Wage and Hour Division (<https://www.dol.gov/whd/>)

VI. Procedures

- 6.1 Supervisors wishing an employee's job description be re-evaluated for a reclassification must submit a new job description to the Human Resources Office for review, as well as rationale and justification behind the changes. Such changes must be done with Vice President support and submitted by February 15 in order for any changes to be implemented through the annual budget process and, if approved, will become effective July 1.
 - 6.1.1 Human Resources will review job description reclassification requests within 30 days of submission and notify supervisors and employees whether the reclassification is merited as well as recommendations for salary, exemptions status, etc. to ensure appropriate planning.
 - 6.1.2 Reclassifications may occur off-budget cycle in the event of department/division restructuring.

- 6.2 Reassignment may be made by the President and/or Vice President for reasons outlined in section 3.5 above. In the event of a reassignment:
- 6.2.1 The employee who is reassigned will be notified by his/her supervisor or the Human Resources Office at least ten (10) working days prior to beginning of the new assignment.
 - 6.2.2 An employee may be reassigned to a position with a higher, lower, or the same/similar salary benchmark.
 - 6.2.2.1 If the new position is at a higher salary benchmark, the adjusted salary will become effective the first day of the new assignment.
 - 6.2.2.2 If the new position is at a lower salary benchmark, the employee's current salary will remain the same though future equity increases may be affected (see Policy 352: Staff Compensation).
 - 6.2.2.3 If the new position is at a similar or the same salary benchmark, the employee's salary will remain the same.
 - 6.2.2.4 Accumulated leave will be carried over by the employee and any adjustments due to the new position take effect on the date of reassignment. If a particular leave category will not carry over (e.g. compensatory time if employee moves to an exempt position or vacation time if an exempt employee moves to a faculty position), such leave will be paid out prior to the first day of the new assignment.
 - 6.2.3 Temporary reassignment will not exceed one year. At the end of the temporary assignment, the position will be opened and advertised internally and externally.
 - 6.2.3.1 Temporary reassignment will be accompanied by the appropriate temporary salary adjustment if the reassignment exceeds than 90 days and is approved by the Vice President.
 - 6.2.3.2 If the temporary reassigned person is not hired for the position, he/she will be returned to his/her previous position (or a comparable position) at the appropriate salary benchmark and salary level for that position or may again be reassigned.

VII. Addenda – N/A

Policy Owner: Human Resources, Exec. Director
Policy Steward: Human Resources

History:

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