



*When a new position is established, a vacancy occurs or reorganization/reconfiguring within a department occur, it is an excellent time for a manager to review current position descriptions. The duties and responsibilities of the position should be evaluated to ensure that they reflect the current needs of the department. This FAQ is intended to provide general information about classification reviews.*

■ **What Is A Classification/ Reclassification/ In Class Progression Review?**

This is a review to ascertain/confirm that the duties and responsibilities of positions are assigned the appropriate classification, skill level, job family and collective bargaining unit to ensure proper compensation and defines performance expectations.

■ **What Is The Difference Between A Temporary Reassignment And A Reclassification?**

Temporary Reassignments may occur if the new assignment is to a position that is classified at a higher skill level or higher classification than the current assignment. Such a temporary assignment may be for up to 6 months, with an extension for an additional 6 months. Reclassifications are a permanent change in classification level. You are encouraged to refer to the appropriate CBA for specific provisions and duration.

■ **What Is The Difference Between A Reclassification and A Lateral Reassignment?**

A lateral reassignment occurs when an employee moves from one campus position to another campus position that is determined to be at the same level, and is generally at the same level of compensation.

■ **When Are Positions Reviewed?**

Classification reviews are typically conducted for the following reasons:

- a) New or vacant positions are reviewed for proper classification prior to recruitment;
- b) An administrator may submit a request for a classification review of a position when they believe there has been a substantial change in the duties and responsibilities of the position;
- c) CSUEU or APC employees may initiate a request for a review of their position. Please refer to the respective CBA as to specifics;
- d) The Chancellor's office may issue new Classification Standards and mandate a classification change to existing positions within a specified time frame.

■ **Who Can Request a Classification/ Reclassification/ In Class Progression?**

Employee or management may request a classification or in class progression review of the position.

An employee may not initiate a request for classification/in class progression skill level review until twelve (12) months have passed since the completion of a previous classification review.

After a request for classification review has been received in HR, an acknowledgement email will be sent. Human Resources will conduct a classification review and a written response will be prepared.



■ **What Are The Steps For Submitting A Classification/In-Class Progression Review?**

The process to submit a classification/ In-Class Progression review request is described below. The Position Description (PD) Form and current organizational chart must be completed and submitted with the request form, which can be found at:

[http://hr.sfsu.edu/sites/sites7.sfsu.edu.hr/files/Classification\\_and\\_Compensation\\_Request\\_Form\\_0.pdf](http://hr.sfsu.edu/sites/sites7.sfsu.edu.hr/files/Classification_and_Compensation_Request_Form_0.pdf)

*For Employee Initiated Requests*

a) (CSUEU Only) Employee completes the Classification/ In-Class Progression Review Request Form and any supporting documentation and submit to the appropriate administrator, who in turn forwards to Human Resources. The signatures serve as acknowledgement of receipt and certification that the duties are accurately stated, but do not necessarily indicate whether the request for change is supported. The forms should be forwarded to HR within 30 days.

b) If the appropriate administrator has not forwarded the request to Human Resources within 30 days, employee may submit request directly to Human Resources, Attn: Classification & Compensation (Please refer to appropriate CBA for specific provisions).

c) (APC - unit 4) Employee completes the Compensation and Classification Review Request Form available online at: [http://hr.sfsu.edu/sites/sites7.sfsu.edu.hr/files/Classification and Compensation Request Form\\_0.pdf](http://hr.sfsu.edu/sites/sites7.sfsu.edu.hr/files/Classification_and_Compensation_Request_Form_0.pdf). Please include any supporting documentation and submit to the to Human Resources. Employee initiated in-range progression requests shall be submitted **directly** to Human Resources. Review of a request shall be completed within 90 days.

*For Department Initiated Requests:*

a) Management follows established internal departmental process to gain budgetary approval for proposed review of a compensation and/classification request(s). Vice President/Provost pre- approval is required to initiate a review process.

b) Management complete the Compensation and Classification Review Request Form and submit with most recent Position Description, organizational chart, and any supporting documentation to Human Resources (Attn: Classification & Compensation Unit).

■ **What Does the Classification Review Entail?**

The Compensation and Classification unit, which includes individuals who have specialized skill and experience in classification methodology, analyze all available information which may include any or all of the following data: Position Description(s); organizational chart(s); job duties assessment; employee interview(s); supervisor interview(s); desk audits and/or campus parallels.

The Compensation and Classification unit, through its analysis as outlined above, compares the position description to the CSU Classification Standards; analyzes which classification best describes the body of work and responsibilities; and determines the appropriate classification level.



■ **How Long Does The Review Process Take?**

The unit strives to complete position reviews as soon as possible, on a first come first serve basis. The timeframe is impacted by the number of new and vacant positions that need to be classified, and the total volume of compensation and classification requests received. Priority is given to classifying vacant positions so the recruitment process is not delayed. However, regardless of the time it takes to complete the review, there is a commitment to ensure all are completed within the CBA guidelines, which is 180 days.

■ **What factors are, and are not, included in determining the appropriate classification?**

*Factors that are included:*

- a) Nature of duties and responsibilities;
- b) Scope, level, and complexity of duties and responsibilities;
- c) Relationship of the position to other positions in the department and within the university;
- d) Supervision, both given and received;
- e) Exercise of independent judgment; and
- f) Autonomy and authority related to decision-making and accountability.

*Factors that are not included:*

- a) Quality of performance (performance evaluation rating, merit);
- b) Quantity of work (volume);
- c) Status of the incumbent;
- d) Information relative to the employee's length of service;
- e) Time spent at the maximum of the position's salary range;
- f) Skills/education not related to the job or minimum qualifications; and g) Employee's salary placement within the salary range.

■ **What Should I Expect If the Review Results In A Change In Classification or In-Class**

**Progression?** If the review results in a change, the effective date usually shall be the beginning of the pay period following receipt of the request in HR. An employee shall be given a new probationary period upon reclassification or an in-class progression.

Upon reclassification to a higher-level classification, an employee is generally given a salary increase of five percent, or greater if necessary to bring the salary to the salary range minimum. If a position is reclassified to a lateral classification, a salary increase is generally not provided. If a position is reclassified to a lower-level classification, a red circle rate might be applied, that is, when the current salary is above the maximum of the new salary range. (Please refer to the appropriate CBA for specific provisions.)

■ **When Can A Position Description Be Reviewed Again?**

A position can be reviewed 12 months following the prior review.

■ **Can I Appeal A Classification Decision?**

An employee may appeal the classification, as outlined within their respective CBA. It is usually within 30 days of receipt of the decision. The appeal decision is final. To appeal, the employee must adhere to the timeframes and guidelines of submission as outlined in their respective CBA. The appeal will be reviewed by an HR Manager other than the one who conducted the initial review. The classification appeal review may include an interview with the employee and discussion with the



department manager. The results will be sent to the employee and department manager. The appeal decision results will be final.

■ **On What Basis Is A Position Not Reclassified?**

A position may not be reclassified for the following reasons:-

- a) To increase an employee's salary.
- b) To reward an employee's performance.
- c) To recognize an increase in assigned work in the current classification.
- d) To recognize a temporary assignment of higher-level duties.