


Name of Policy: Reclassifications and audits		 Effective date: November 17, 2020 Original effective date: 7/1/86	
Policy Number: 3364- 25-117			
Approving Officer: President			
Responsible Agent: Senior Associate Vice President and Chief Human Resource Officer			
Scope: The University of Toledo – All Campuses			
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

Employees may request that a formal review of their position classification be conducted to determine whether the position is appropriately classified. Such requests must be made with an employee’s immediate supervisor. If the supervisor agrees that the position may be classified differently, he/she will request in writing to Human Resources that a job analysis be conducted.

The job analysis, a formal and systematic study of job content, normally begins with the employee completing a Position Information Questionnaire (PIQ). Once the questionnaire is completed, both the immediate supervisor and department director will review to ensure the job responsibilities and characteristics are fully and accurately described. The department director, corroborating that the questionnaire accurately depicts the job's content, will forward it to Human Resources. After analyzing the questionnaire, Human Resources may, if necessary, use one or a combination of methods to ascertain additional job information. For example, Human Resources may arrange an interview with the employee(s) involved.

After a thorough analysis, Human Resources will determine whether a job reclassification is reasonably justified.

Classified or unclassified positions inappropriately classified will be reallocated to a classification that more accurately reflects their job responsibilities or the job duties in question will be removed. Incumbents of reclassified positions will be placed within their new pay range. If the pay of the reclassified job is greater or less than the employee’s current rate of pay, the employee’s pay may be adjusted. If granted, the reclassification is retroactive to the first day of the pay period beginning after receipt of the request for audit. Reclassifications do not change anniversary dates.

(B) Audits

The Senior Associate Vice President and Chief Human Resource Officer in charge of Human Resources also has the right to initiate and make continuing audits of any positions. When a position is being considered for reclassification, any employee(s) presently working in that position shall be given an opportunity to submit their views regarding reclassification of the position. After the investigation, if the Senior Associate Vice President and Chief Human Resource Officer finds that inequities or improper classification of positions exist; he/she may reallocate any position to the appropriate class as is necessary to provide an equitable and proper classification. Whenever a position is reclassified by determination of the Senior Associate Vice President and Chief Human Resource Officer, the affected employee(s) classification shall be changed within thirty (30) days of notification.

Non-bargaining unit employees may appeal the reclassification of any position to the State Personnel Board of Review within thirty (30) days after receipt of the notification of reclassification. Employees in bargaining unit positions may appeal a change in classification utilizing the grievance procedure contained in the collective bargaining agreement. Unclassified non-bargaining unit employees may appeal utilizing the procedure outlined in the Dispute resolution for non-faculty employees not subject to collective bargaining agreements Policy (3364-25-41).

<p>Approved by:</p> <p><u>/s/</u> Gregory C. Postel, M.D. Interim President</p> <p><u>November 17, 2020</u> Date</p> <p><i>Review/Revision Completed by: Senior Associate Vice President and Senior Leadership Team</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>Previous 3364-25-117 effective October 24, 2017</i> <p>Initial effective date: July 1, 1986</p> <p>Review/Revision Date: July 1, 2003; September 13, 2013, October 24, 2017, November 17, 2020</p> <p>Next review date: November 17, 2023</p>
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