



SNU Policy: Job Classification Changes or Additions

Policy Category: Salary Information C-03

Reviewed by: Director of Human Resources

Approval Authority: Senior Vice President for Business & Finance

Effective Date: September 1, 2026

Next Review Date: September 1, 2031

POLICY: It is the policy of Southern Nazarene University to establish a standardized procedure to ensure proper pay range placement within the correct FLSA status assignment (Exempt or Non-Exempt) as positions are added, expanded, or restructured. All job classification changes and additions will be evaluated utilizing the job description, an analysis of internal position equity, and Department of Labor (DOL) criteria under the Fair Labor Standards Act (FLSA).

PROCEDURE: When significant duties of any authorized job descriptions are changed, or whenever a new job classification is requested, such changes or recommendations must be evaluated for pay range assignment and FLSA designation using the following guidelines:

1. EXISTING JOB CLASSIFICATION

If an employee and/or hiring manager believes that the responsibilities of a job have changed by as much as 20% or more, the job descriptions may need to be considered for re-evaluation. In this situation, the following procedure will be followed:

- A. The hiring manager will complete a job description incorporating the added or changed duties and responsibilities.
- B. The completed job description will be reviewed by the Human Resources Director to assess if the duties and responsibilities have changed enough to justify a classification review.
- C. **FLSA Exemption Analysis:** The Human Resources Department will evaluate the position under Department of Labor (DOL) regulations to determine whether the position qualifies as **Exempt** or **Non-Exempt** from minimum wage and overtime requirements:
 - **Exempt Status:** Positions must meet the specific DOL primary duty tests (e.g., Executive, Administrative, Professional, Computer, or Outside Sales exemption) and meet or exceed the applicable FLSA minimum salary threshold.
 - **Non-Exempt Status:** Positions that do not satisfy both the DOL duties test and the salary threshold criteria will be designated as Non-Exempt and eligible for overtime pay.
- D. If it is determined that the job should be reclassified, an analysis of internal relationships will be conducted by comparing the position with similar roles across campus.
- E. The results and FLSA determination will be discussed with the Senior Vice President of Business and Finance and the appropriate area Vice President.
- F. Based on these findings, the Director of Human Resources:
 1. Recommend the appropriate salary range;
 2. Recommend a new position title (when appropriate);
 3. Confirm the official FLSA status (Exempt vs. Non-Exempt).
- G. The Human Resources Department will:



1. Review all incumbent(s) whose salary or FLSA status (overtime eligibility) may be affected by the change;
2. Determine and prepare a cost analysis of any necessary salary adjustments or compensation structure shifts;
3. Meet with the hiring manager to review the recommendations and communicate FLSA implications (e.g., timekeeping requirements if moving to non-exempt);
4. Finalize the updated job description and update the position in Paycom.

2. NEW JOBS

If a department is creating a new job that does not exist at Southern Nazarene University, the job description must be evaluated for pay range assignment and FLSA designation. In this situation, the following steps must be taken:

- A. The hiring manager for the position will write a comprehensive job description detailing key duties and responsibilities, supervision, and required qualifications, obtaining approval from the appropriate area Vice President.
- B. The Human Resources Department will review the job description to determine:
 1. If the job is significantly different from existing positions at SNU to warrant a distinct classification and title;
 2. If the job title accurately reflects the scope, responsibility level, and function of the role;
 3. The proper FLSA classification (Exempt or Non-Exempt) is based on DOL duties tests and required salary levels.
- C. Once the Human Resources Department has established classification and FLSA status, procedures 1.D through 1.G (above) will be followed.