

NUMBER: C-3

TITLE: JOB CLASSIFICATION CHANGES OR ADDITIONS

POLICY: It is the policy of Southern Nazarene University to establish a procedure to insure proper pay range placement within the Wage and Salary Program as positions are added or changed. All job classification changes and additions will be evaluated utilizing the job description questionnaire and an analysis of internal position equity.

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

1. EXISTING JOB CLASSIFICATION

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

- A. The manager will complete a job description questionnaire incorporating the added or changed responsibilities.
- B. The completed questionnaire will be reviewed by the Human Resources Director to see if the responsibilities of the job have changed enough to justify a review procedure.
- C. If it is determined that the job has expanded sufficiently and should be considered for reclassification, an analysis of internal relationships will be conducted.
- D. This analysis will be completed by comparison with other like positions on campus.
- E. The results will be discussed with the President and/or the appropriate administrative officer.
- F. Following approval by the administrative officer, the Human Resources manager will forward the Questionnaire to the Position Review Committee.
- G. The Position Review Committee will review the Questionnaire to determine if the responsibilities of the job have changed enough to warrant a change in job grade.
- H. Based on these findings, the Position Review Committee will:
 1. Recommend the appropriate salary range;
 2. Recommend a new title (when appropriate);
- I. The Human Resources Department will
 1. Review all incumbent(s) whose salary may be affected by the change;
 2. Determine and prepare a cost analysis of the amount of adjustment to be made to the incumbent(s) salary;
 3. Meet with the manager to review the recommendations;
 4. Prepare a formal written recommendation to the appropriate administrative officer.
- J. Upon approval, the manager will complete the Payroll Change Notice form to process any necessary adjustment(s) to the incumbent(s) salary. These notice(s) will be sent to the Payroll Department to be processed.

2. NEW JOBS

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

- A. The manager of the position will write a job description and obtain approval from the appropriate administrative officer.
- B. The Human Resources department will review the job description to determine:
 1. If the job is significantly different from like jobs at SNU to warrant a different classification and title, and
 2. If the job title reflects the scope, responsibility level, and function of the job.
- C. Once the Human Resources Department has determined that the job is significantly different, procedures F through H (above) will be followed.
- D. When the position is to be filled, the manager will complete the Payroll Change Notice(s) and forward to the Payroll Department for processing.