Classification and Reclassification

POLICY

Human Resource Services (HRS) classifies or reclassifies civil service (CS) and administrative professional (AP) positions. To assure that all classification decisions throughout the WSU system are consistent, Pullman HRS provides overall direction for all classifications and reclassifications. Pullman HRS has responsibility to make final classification determinations for positions at all WSU locations statewide.

Eligibility

This classification and reclassification procedure applies to all CS employees who are not covered by collective bargaining unit agreements and to AP employees.

A bargaining unit employee must refer to the appropriate agreement for classification and reclassification procedures. To view the collective bargaining unit agreements, see the HRS Employees Labor Relations website at:

hrs.wsu.edu/

Position Review

HRS reviews and analyzes the duties and responsibilities of each position to determine the appropriate classification within the CS classification/compensation plan or exemption from civil service in accordance with RCW 41.06.070 and 41.06.170(3).

HRS reviews AP and CS positions for compliance with the overtime provisions of the Fair Labor Standards Act (FLSA). See BPPM 60.59.

Departments submit requests for position reviews to HRS through the Online Position Description and Recruitment System (OPDRS) website at:

hrs.wsu.edu/opdrs/

The appointing authority's electronic signature in OPDRS authorizes the classification or reclassification review of a position. However, Pullman HRS makes the final classification determination.

Definitions

Classification

Classification is the designation of a new position to an appropriate class based upon overall duties, complexity, and responsibility of assigned work.

Reclassification

Reclassification is the designation of an existing position to a different class as a result of permanent and substantive changes in the duties.

CS positions may be reviewed for reclassification no earlier than six months after a previous review if there are substantive and permanent changes in job duties and scope of responsibilities. HRS reviews all CS positions prior to recruitment.
Classification and Reclassification

Reclassification (cont.) AP positions, whether temporary or permanent, may be reviewed at any time for promotions or significant and permanent changes in job duties and scope of responsibilities. All AP reviews are management-requested. HRS reviews all AP positions prior to recruitment. See BPPM 60.12 for out-of-cycle salary requests for AP positions.

PROCEDURES This section provides procedures for requesting:

- CS — Classification and reclassification of a new, vacant, or modified position. See Civil Service Position Review.
  
  See also Employee-Requested Review.

- AP — Classification and reclassification of a new, vacant, or modified position. See Administrative Professional Position Review.

- CS and AP — Appeal of classification and reclassification. See Appeal.

Civil Service Position Review

Position Action/PRR If creating a new position or modifying an existing CS position and/or its assignment of accounts, the requesting department submits a signed Position Action/PRR form to HRS Position Control; French 139, mail code 1014 (see BPPM 58.02 for form completion instructions).

Departments identify CS vacancies for temporary or project appointments in Reason for Action or Comments. See BPPM 60.23 regarding project appointments.

The Position Action/PRR form is available in a paper version from University Stores (item #3304), and in PDF and FileMaker format on the PR&F website at:

policies.wsu.edu/prf/index/forms/

Return Copies When approved, HRS Position Control assigns a position number and notifies the department.

HRS Position Control does not return paper copies to the department after processing the Position Action/PRR. Departmental personnel may review requested actions by accessing the AIS applications DEPPS or HEPPS, or in OPDRS.
Classification and Reclassification

Return Copies (cont.)

NOTE: The OPDRS entry does not include funding information for the position.

OPDRS

After HRS Position Control assigns a position number, the department submits the following to HRS for approval through OPDRS:

- Position description
- Proposed salary
- Performance expectations
- Organization chart showing the civil service position's relationship to other positions in the department to HRS

Complete and/or print the Organization Chart Template or independently create a chart as needed. Attach the organization chart in the Position Documents area of the position's entry in OPDRS.

Recruitment and Selection

See BPPM 60.18 for information regarding the recruitment and selection of civil service employees.

Employee-Requested Review

A civil service (CS) employee may request a review of his or her position, in accordance with WAC 357-13-065.

Access to OPDRS is restricted to management use only. The requesting employee must use the three forms listed below to submit a request for review of her or his own position to the campus Human Resource Services (HRS) office. HRS offices are located at the Pullman, Spokane, Tri-Cities, and Vancouver campuses.

A requesting employee submits the following to HRS:

- Position Description
- Position Questionnaire
- Organization chart showing the position's relationship to other positions in the department. Complete and/or print the Organization Chart Template or independently create a chart as needed.

Supervisor Notification

Upon receipt of the employee-requested review, HRS notifies the supervisor of the pending position review.
Classification and Reclassification

**Supervisor Notification**

HRS may request that the supervisor or department submit the following:

- A Position Action/PRR to modify the existing CS position

Position Action/PRR forms are available in a paper version from University Stores (item #3304), and in PDF and FileMaker format on the PR&F website at:

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   policies.wsu.edu/prf/index/forms/
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- Performance expectations
- Organization chart showing the civil service position's relationship to other positions in the department

Complete and/or print the Organization Chart Template or independently create a chart as needed.

**Reclassification Effective Date for Occupied Positions**

- **Management-Requested Reclassification Reviews**

  The following applies to management requested reclassification reviews of occupied CS positions:

  - If the employee has performed the higher level duties for at least six months, management may request an effective date for the reclassification.

  - If the employee has performed the higher level duties for less than six months, management may initiate an immediate change of duties. The effective date is not retroactive. HRS may determine a different effective date than the date submitted on the Position Action/PRR.

- **Employee-Requested Reclassification Reviews**

  For employee requested reclassification reviews of occupied CS positions, HRS establishes effective dates for the reclassifications, if applicable.

**Salary Step and Periodic Increment Date**

See BPPM 60.29 for information regarding establishing salary step and periodic increment date for reclassified CS positions.

**Administrative Professional Position Review**

All AP reviews must be management-requested, including requests to reclassify CS positions to AP.
Classification and Reclassification

Executive-Level Appointments

The President or the Provost and Executive Vice President must authorize the designation of the following titles:

- Vice president
- Vice chancellor
- Associate vice president
- Associate vice chancellor
- Assistant vice president
- Assistant vice chancellor
- Executive director
- Athletic Director

Temporary Appointments

When funding allows, a department may create a temporary AP appointment with a terminal date (also referred to as "end date") for an appointment of no less than .50 FTE and an appointment term of at least six months and one day. (See BPPM 58.01 for definition of full-time equivalent (FTE).)

Short-Term

Short-term temporary AP appointments may be established for the following reasons:

- To provide coverage while a formal search is being conducted.
- To provide coverage while an AP employee is out on extended leave.
- To meet a specific identified immediate, critical need.

A temporary appointment meeting the above criteria must include a preestablished terminal date and the appointment term is not to exceed two years. The department may end a temporary AP appointment prior to the terminal date with a minimum 30-day written notice.

Long-Term

Long-term temporary AP appointments may be established in accordance with the following criteria:

- The appointments must have preestablished terminal dates.
- The appointments must be supported by self-sustaining, grant, contract, or other nonstate funds.
- The appointments must end on the terminal dates unless positive action is taken to reappoint.

The department may end a temporary AP appointment supported by self-sustaining, grant, contract, or other nonstate funds prior to the terminal date with a minimum 30-day written notice.
Classification and Reclassification

Required Documentation

To request the creation of a new administrative professional (AP) position, or the review of a vacant or occupied AP position, the requesting department submits the following documentation as indicated.

**Position Action/PRR**

To create or modify an AP position and/or its assignment of accounts, the requesting department submits a signed Position Action/PRR form to HRS Position Control; French 139, mail code 1014. See *BPPM 58.02* for form completion instructions.

The Position Action/PRR form is available in a paper version from University Stores (item #3304), and in PDF and FileMaker format on the PR&F website at:

policies.wsu.edu/prf/index/forms/

HRS does not return copies to the department after processing the Position Action/PRR. Departmental personnel may review requested actions by accessing the AIS applications DEPPS or HEPPS, or in OPDRS. NOTE: The OPDRS entry does not include funding information for the position.

**OPDRS**

After HRS Position Control approves the Position Action/PRR, the department submits the following to HRS for approval through OPDRS:

- Position description
- Proposed salary
- Performance expectations
- Organization chart showing the AP position's relationship to other positions in the department to HRS.

Complete and/or print the Organization Chart Template or independently create a chart as needed. Attach the organization chart in the **Position Documents** area of the position's entry in OPDRS.

Recruitment and Selection

See *BPPM 60.17* for information regarding the recruitment and selection of an AP position.

Salary Review

See *BPPM 60.12* for information regarding AP salaries.

**Position Numbers**

Existing CS and AP positions retain the same position number.

For a new position, the requesting department submits a Position Action/PRR form to HRS Position Control. HRS Position Control uses the Position Action/PRR to assign a number to the new position. See *BPPM 58.02* for more information.
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Position Numbers (cont.)

Departmental personnel may obtain assigned position numbers by accessing the AIS applications DEPPS or HEPPS, or OPDRS.

The hiring department enters or verifies the assigned position number into OPDRS when creating the position description.

Notification

For occupied position reviews, HRS notifies the supervisor and the employee in writing of the results. The results provided in the HRS notification supersede the information submitted by the department or supervisor on the Position Action/PRR.

Appeal

Civil service employees may appeal the reallocation results in accordance with WAC 357-13-075.

Civil service employees may appeal the allocation to an administrative professional position in accordance with WAC 357-52.

An appointing authority or designee may request a review of the classification assigned to an AP position within 30 days of receiving the official memorandum from HRS. The appointing authority or designee submits a written request to HRS including the following information:

- Outline of specific reasons for requesting a review.

- If significant changes have occurred, also submit:
  
  - Revised organization chart
  - Revised position description