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.

HRS reviews Information Technology Services (ITS) positions for placement within the information technology professional structure (ITPS) in accordance with WAC 357-13-058.

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.
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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.

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.
- CS — ITPS classification and reclassification. See CS ITPS 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

If creating a new position or modifying an existing CS position and/or its assignment of accounts, the requesting department submits the following documentation, in the order described below:

1. Position Action/PRR

The department submits a signed Position Action/PRR form to HRS Position Control; French 139, mail code 1014 (see BPPM 58.02 for completion instructions).

Departments identify CS vacancies for temporary or project appointments in Reason for Action or Comments. See BPPM 60.23 regarding project appointments.
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1. Position Action/PRR (cont.)
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.

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

2. OPDRS Documentation

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.

CS ITPS Position Review

If requesting placement of a position in the ITPS, the requesting department must submit Position Action/PRR and OPDRS documentation as required under Civil Service Position Review.

The HRS ITPS Committee reviews positions for placement within the ITPS. Positions are reviewed for inclusion and placement in accordance with the IT Evaluator's Handbook. The IT Evaluator's Handbook and related forms are available at the Office of Financial Management (OFM) IT Professional Structure website:

ofm.wa.gov/state-human-resources/compensation-job-classes/it-professional-structure

The HRS ITPS Committee includes the HR professional designated as WSU ITPS Coordinator, an ITS manager, and an additional HR professional.
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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 their 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 their 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.

Information Technology Positions  
To request a review related to the information technology professional structure (ITPS), employees must complete and submit the following to HRS:

- ITPS Position Review Request — Employee (see below).
- Position Description.
- 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.
- For ITPS-related positions, supervisors are required to complete an ITPS Position Review Request — Supervisor form (see below).

ITPS Links  
The following OFM forms and guidelines apply to ITPS-related positions:

- OFM—HR Forms:  
  ofm.wa.gov/state-human-resources/hr-forms
- ITPS Position Review Request Guide:  
  ofm.wa.gov/sites/default/files/public/shr/Forms and Publications/DOP Forms/ITPS PRR Guide.doc
- ITPS Position Review Request — Employee:  
  ofm.wa.gov/sites/default/files/public/shr/Forms and Publications/DOP Forms/ITPS PRR Employee Portion.doc
- ITPS Position Review Request — Supervisor:  
  ofm.wa.gov/sites/default/files/public/shr/Forms and Publications/DOP Forms/ITPS PRR Supervisor Portion.doc
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Supervisor Notification

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

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 formats on the PR&F website at:
  policies.wsu.edu/prf/index/forms/
- 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.
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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.
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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 formats 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