

SECTION 800.13

Classification System

A position classification system has been developed and adopted to provide the basis for administering a wage and salary administration program in the University System. The classification system was designed to group positions which have similar duties, approximately the same levels of complexity and responsibility, require similar training and experience at the time of recruitment, and which may be compensated at the same general levels of pay. The Central Office of the Board of Regents maintains a catalogue of personnel classification specifications which must be used in order to maintain a consistent classification plan throughout the University System. All positions in employment categories designated as "professional and administrative" and "staff" shall be classified in accordance with the class specification catalogue. Additional Information regarding Classification and Compensation procedures can be found

at http://www.valdosta.edu/finadmin/human_resources/comppolicy.shtml

- 1. Classifying New Positions** Upon creation of a new position, a preliminary job description will be developed and submitted on the PeopleAdmin portal to Human Resources for approval and assignment of an initial position classification.
- 2. Position Reclassification** Employees whose duties have changed significantly since originally being classified may submit a revised position classification form to the Department of Human Resources for review. Should re-classification be in order, the new pay grade and position title will normally become effective beginning immediately. Although reclassifications have traditionally been made once per year, they may now be submitted for consideration anytime throughout the year. However, there is usually a period of time when all reclassifications are halted due to end of year processing, budget load, etc. This time has historically been April 1 through June 30 each year, although this timeframe is

subject to change depending on circumstances. Any reclassification requests made during the budget load process (usually from April 1 through June 30) are subject to being held until the end of budget load at the discretion of HR.

- 3. Appeal of Classifications** Employees who feel their position has been improperly classified may appeal the decision of the Department of Human Resources by writing the Vice President of Finance and Administration within ten days of notification of the reclassification denial.
- 4. Official Job Titles** The Board of Regents maintains a catalog of official job titles which must be used in all institutional payrolls, budgets and other record keeping. Such titles appear on the continuous audit reports for the State of Georgia and similar University records.
- 5. Institutional Titles** It is permissible to establish institutional titles which more clearly identify the position and its relationship in the organization. Such titles may appear in the University telephone directory, departmental information and similar in-house publications or communications.