



## **XAVIER UNIVERSITY**

### **Position Reclassification**

**Effective:** April 30, 2008

**Last Updated:** April 30, 2008

**Responsible University Office:** Human Resources

**Responsible Executive:** Associate Vice President for Human Resources

#### **A. REASON FOR POLICY**

To the extent feasible, all new positions at Xavier University will be reviewed by the Office of Human Resources and will be placed into salary schedules as appropriate.

Xavier University acknowledges that position responsibilities may change so dramatically that the position should be reviewed for possible reclassification.

Reclassification review will take place on an as-needed or as-requested basis during reorganization, or when a vacant position is posted.

#### **B. PROCEDURE**

##### **1. New Position**

When a new position is approved, the supervisor will complete a job description and submit it to the Office of Human Resources.

The Office of Human Resources will evaluate the position and determine if it is exempt or non-exempt based on the guidelines from the Fair Labor Standards Act (FLSA). Positions determined to be non-exempt will be classified according to the level of expertise, problem solving and accountability required. The Office of Human Resources will notify the supervisor of the determined classification level.

## 2. Reclassification

At any time of the year, if a supervisor and employee determine there have been significant changes to a position's responsibilities, they may elect to request the position be reviewed for possible reclassification.

The supervisor should submit to the Office of Human Resources the old job description, the new job description and a cover memorandum stating how the position responsibilities have changed including, identifying the significant changes in responsibilities and why the changes necessitate a reclassification.

The Office of Human Resources will then follow the same classification process as it does for new positions. A recommendation will be presented to the appropriate Vice President or Associate Provost for a final decision. The Office of Human Resources will then notify the Vice President or Associate Provost of the decision.

Affirmative determinations may be delayed until spring based upon available funding.

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**Other applicable policies and/or resources:**

Job Descriptions