



## Position Classification – Classified Employees

The State Department of Civil Service through a Memorandum of Understanding has granted Southeastern Louisiana University delegated authority to allocate Civil Service positions, with some limited exceptions. The Civil Service Compensation Division will determine those jobs that must be allocated by the Department of Civil Service.

Southeastern is authorized to create new positions and reallocate or update existing positions. Prior approval from Civil Service is not required for downward reallocations.

Job corrections may ultimately be processed, but currently require prior approval from the Compensation Division. Usually this approval will be documented in the implementation instructions for the job study that makes the job corrections necessary. Questions about whether processing job corrections should be referred to a Compensation Division Consultant with the Department of Civil Service.

### POSITION DESCRIPTIONS

The position description is a legal document designed to officially document the duties assigned to the occupant of a position by the management of the organization. These stated assignments should closely parallel the duties actually performed by the employee. Positions should not be reallocated based on anticipated duty changes.

The signatures of the appointing authority and the direct line supervisor are mandatory. The employee's signature is preferred (for filled positions), but is not absolutely required on appeals for reallocation or updates.

If the delegated classification authority is not used for a position, Human Resources will send two copies of the SF-3 to Civil Service. Civil Service will allocate the position, return a copy to the Human Resources Office and retain one copy for their files.

If the position is to be set up in a Training Series Group, the SF-3 should be allocated to the highest level in the group that the duties and responsibilities support. The position should be created in the HR system at the level within the training series group that the position will be filled. This procedure will allow employees to move through the training series group without updating the SF-3 for routine progression.

### EFFECTIVE DATES

Delegated classification actions should be made effective no earlier than the beginning of the payroll period in which they are entered. Position descriptions must be submitted immediately thereafter.

Exceptions to this policy may be made on a case-by-case basis. Prior written approval of exceptions (usually via e-mail) from the Compensation Division is required. A copy of this approval should be attached to the position description when it is submitted to Civil Service.

Reallocations in training series jobs may be entered with a prospective effective date, as no change to the position description is required.

The effective date of the allocation should not precede the date that the appointing authority signs the position description.

## **CORRECTIVE ACTIONS**

The Director of Civil Service may order that a position be allocated to a different job than that to which it was allocated pursuant to delegated authority. The appointing authority must effect such changes in accordance with the procedures and within the time limits specified by the Director.

The Compensation Division will adopt as liberal a view as possible to avoid "micromanaging" or damaging the credibility of agency staff. Civil Service Staff will, however, direct changes when required to maintain the integrity of the classification plan and the classification delegation program. If such a change is mandated, a specific Allocation Change Notification Process will be followed to ensure that affected employees are given due process.

## **PROCEDURE FOR REVIEWING CLASSIFICATIONS**

Reallocations may result from one of the circumstances below.

1. Regular Review: A systematic review of the classification of each position in the classified service at Southeastern. Each classified position is reviewed at least every five years. A job audit may be conducted to ascertain if the position is still allocated correctly or if it should be reallocated to a more appropriate title due to job changes.
2. Agency Appeal: An agency appeal for reallocation where the agency supports the reallocation based on documented justification that the position has changed significantly enough to warrant a different job title. An agency appeal for reallocation requires approval from the budget unit head, division head or dean, vice president, and the president. Agency appeals are normally processed as part of the budget hearing process with appropriate justification being submitted to support why the reallocation is needed. Once the approval has been given, Human Resources will be notified to work with the department to update the job description and conduct the job audit to determine if a more appropriate allocation is warranted. Positions may also be reallocated as an agency appeal outside of the normal budget hearing process on a very limited basis. These special cases must have the approval of the entire chain of command.

Employee Appeal: An employee appeal for reallocation occurs when an employee files a request to have their position reviewed based on their belief that it is no longer allocated properly. The employee will submit a request for review. Employee appeals are generally not supported by the chain of command. Human Resources will conduct a job audit and render a decision. Southeastern may process the first request for reallocation. If an employee disagrees with the decision, an appeal may be sent to the Compensation Division. These appeals and 5.3 appeals to the Director will be decided by Civil Service. Human Resources may, at its own discretion, forward position allocation requests to the Compensation Division for review and processing where the university's objectivity may be questioned or where external pressures exist.

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