

## **Classification System for Administrators, Exempt and Non-Exempt Staff**

### **Employment Policies**

Approved: 03/21/2013

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The University has adopted a classification system for all Administrative, Exempt, and Non-Exempt Staff positions. The position, not the individual, is classified according to the level of responsibilities, types of duties performed, qualifications required, work environment, and other such factors. See addendum for a listing of position classifications.

A Classification Committee, appointed by the University President, reviews all requests for classifying new positions or reclassifying existing positions. A reclassification is only appropriate if there has been a change in the level of responsibilities or qualifications for a position. The Classification Committee meets in January of each year to formally consider requests for reclassification. Classification request forms are available from the Department of Human Resources. The recommendations of the Classification Committee are submitted to the President for approval. The committee consists of one Administrator, one Exempt Staff and two Support Staff, one of whom will represent the Physical Plant. The Director of Human Resources and the Vice President for Financial Planning and Administration are ex-officio members. (July 1991)

Although Administrator positions are classified, Administrators are not eligible to apply for reclassification.