Title Review w/Incumbent (Change of Duties) Guideline -- University Staff Positions

Effective Date

July 2015

Description

When the duties or functions of a filled University Staff position evolve such that the current title is no longer appropriate, a title change of the filled position may occur. As a result of the title change, the pay schedule/range corresponding to the filled position may also change. Changes in duties may result in the position being placed in a higher title/salary grade (upgrade) or may result in the position being placed in a lower title/pay grade (downgrade). This guideline explains the steps in the title review process for University Staff positions with incumbent, pay implications, and appeal rights for employees. Prior to submitting a formal request for title review, the Dean/Division Head, in consultation with the supervisor and divisional HR representative, should discuss the potential impact to the incumbent.

Process Considerations

- Changes in duties may or may not necessitate a change in title or salary grade
- Incumbents must be paid at least at the minimum of the new range; any additional compensation may or may not be appropriate.
- Title determinations shall be made by Central Human Resources and shall not be effective prior to the first pay period following receipt in the Central HR offices.
- Divisional Human Resources Staff are responsible for notification to employees of any title and/or rate changes.

Request for title review due to a change of duties

1. A request for title review may be initiated by an employee, supervisor, department, or the division by submitting a memorandum justifying a review to the Dean/Division Head of their school/college/division.

2. A formal request for title review will be submitted to the Associate Vice Chancellor for Human Resources (AVC for HR) by the Dean/Division Head for the school/college/division. The request for title review shall include a memorandum explaining the change in duties including identification of former and new duties, the revised employee position description, and new organizational chart.
   a. The AVC for HR will submit the request to the appropriate Employment Services Specialist for review and analysis of the changes to the position's duties.
   b. If the title review results in agreement with the Dean/Division Head's request, the AVC of Human Resources will send a formal notification to the Dean/Division Head with the new title and salary range. Salary changes shall be in made as required by the University Staff Compensation guidelines.
      i. The Dean/Division Head or designee will then notify the employee of the results of the title review.
c. Divisions or Departments wishing to provide a greater than required salary amount shall seek approval by submitting a Non-merit base adjustment request along with a full compensation analysis.

d. The effective date of any approved change shall be the first day of the bi-weekly payroll period following receipt of the complete title review packet by the (Central) Department of Human Resources.

3. For the process on title appeals please see University Staff Guideline on Title Appeals.