These guidelines are provided to assist and inform managers and staff employees. However, they apply only to collective bargaining unit positions and not to those classified in the Management Personnel Program, or Unit 3, Faculty.
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SECTION I: GENERAL INFORMATION
Classification/Skill Level Review Program

A. PROGRAM OBJECTIVES

There are several major objectives of the campus review program:

1. To provide a systematic method of position classification

2. To accurately define position duties

3. To achieve the highest possible degree of internal campus equity in position classification/skill level for positions within the compensation structure of the CSU system

4. To maintain the right and responsibility of management to assign or remove duties to or from any position

B. DEVELOPING AND ESTABLISHING A POSITION DESCRIPTION

A position description should be an accurate and factual document, reflecting all duties currently necessary to meet the operational and organizational needs of the department. There should be sufficient content to support an evaluation of the job and facilitate comparisons with other jobs. The most current versions of the University Staff Position Description form and the Information Technology Position Description form should be used. They can be found on the HR Forms webpage at http://www.csus.edu/hr/forms.htm, under Classification & Compensation.

NOTE: Director and manager titles are strictly reserved for MPP positions. (Per California Government Code: HEERA, Section 3580.)

C. CHANGING POSITION DUTIES/UPDATING A POSITION DESCRIPTION

A position description should be updated when the duties or skill level requirements have changed significantly. It is suggested that managers review and update position descriptions, if necessary, at the time of the annual performance reviews. The Classification and Compensation Unit is available to discuss the impact of planned changes in assignments.

Managers considering department or unit reorganizations should discuss plans with the Classification and Compensation Unit well in advance of the actual redistribution of duties to assess impact on existing classifications and prior to discussion with employees. Once duties have been determined, duties may be redistributed and new position descriptions should be developed.
D. TEMPORARY ASSIGNMENT OR TEMPORARY/PERMANENT REASSIGNMENT RESULTING IN RECLASSIFICATION/SKILL LEVEL CHANGE

1. TEMPORARY ASSIGNMENT OF DUTIES (Same Departmental Unit):

Temporary Assignment, for classification purposes, is defined as the assignment of new duties within the same departmental unit to an incumbent’s position for a short duration to meet temporary organizational needs. This commonly is done when another position is vacant, for example, as a result of a Leave of Absence or retirement, and duties assigned to that position require coverage.

Each situation will be reviewed for the appropriate classification/skill level and salary level. Employees should be informed that the adding of a temporary assignment may or may not result in a temporary reclassification/skill level change. In some instances the duties temporarily assigned are at the same level of difficulty leading to no change to the classification/skill level. The appropriateness of such an action must first be submitted in writing to the Classification and Compensation Unit who will assess the level and complexity of the newly assigned duties and determine and notify the department if a temporary action is appropriate. (Appropriate bargaining unit contract stipulations and deadlines must be applied where required; see the appropriate union contract.)

2. TEMPORARY OR PERMANENT REASSIGNMENT

Permanent Reassignment is normally, although not always, characterized by the movement of an incumbent from one department or unit to an entirely different unit (with or without his/her funded position) at the same classification/skill level within the University. For example, an ASA I moving from Department of Music to a different area and set of duties, such as to an ASA I within the Art Department. (Again, please refer to the appropriate union contract for guidance.)

Temporary assignment or reassignment may be made to the same or a higher level classification/skill level. A position description reflecting the new duties must be submitted to and approved by the Classification and Compensation Unit prior to management reassigning an employee to another unit or temporarily assigning additional duties to an employee. It is inappropriate for managers to “promise” a certain classification/skill level to an employee.

In any of the above situations, it remains management’s right to assign duties within the time lines and provisions of the applicable Collective Bargaining Agreement(s).
E. **NEW POSITION CLASSIFICATION/SKILL LEVEL**

All new positions will be reviewed by the Classification and Compensation Unit for a classification/skill level recommendation prior to the beginning of the recruitment phase. New positions are given review priority; however, we recommend that departments add additional lead-time to the beginning of the recruitment process when possible, to allow for the classification review to take place (a minimum of 5 working days from date of receipt in the Classification and Compensation Unit).

F. **RECLASSIFICATION/SKILL LEVEL CHANGE UPON REPLACEMENT**

During the recruitment process, if Program Center Managers do not request a change in classification/skill level, the position can be processed quickly. If a position is on the Office of Human Resources’ identified list for review upon replacement or significant changes have been made to the position description, the review may require additional time and discussion with the Program Center Manager.

G. **MANAGER’S ROLES IN THE CLASSIFICATION/SKILL LEVEL PROCESS**

HEERA designated managers and supervisors retain the right to assign or remove duties. Therefore, it is essential that managers periodically review position descriptions for staff in their area to ensure that they reflect the duties as assigned. For jobs which will undergo a classification/skill level review, all levels of management should, before submission to the Office of Human Resources, carefully review the position descriptions submitted to ensure the duties stated are agreed upon by all levels of supervision/management and that the duties meet the goals of the organization. Inaccurate position descriptions should be revised. Any disagreement between incumbent and manager regarding assigned duties should be resolved prior to submission of the incumbent’s position description to Human Resources. If duties have significantly changed for one position, it is important to review other departmental positions for possible impact. (Duties may have been pulled from or shifted to another position.)

An incumbent would normally spend at least a year in the position before a review is requested, unless additional duties are added that might warrant a review of the position. It is not necessary that management withhold duties pending the classification review. After a review, the Senior Manager for Classification & Compensation will submit a written determination to the appropriate Vice President and Program Center Manager as to the appropriate classification/skill level and FLSA designation. If a higher classification/skill level is the result, the Program Center Manager has the option to remove certain assigned duties to ensure that the position remains within the existing
classification/skill level. In this instance, the immediate supervisor has the responsibility for restructuring the assigned duties in consultation with the Classification and Compensation Unit. Once the position description and classification are finalized, the Program Center Manager gives the incumbent a copy of the determination letter as notification.

Managers should be careful that their requests for reviews are not viewed as a “promise” to an employee since that decision-making process has been delegated to the Office of Human Resources. Further, submission of a position for review based on any reason other than significant change in duties or skill level requirements is not valid and not subject to the classification review process. For example, indicating that an employee has an excellent performance rating or is at the top of the salary range is not relevant to the classification/skill level decision process.

H. TYPES OF CLASSIFICATION/SKILL LEVEL REVIEWS

There are six (6) ways by which a classification review can be requested or initiated:

1. Management-Initiated
   An appropriate administrator may request a review based on changes in duty assignments which Management believes may impact the current classification or skill level. Management may submit reviews at any time. Requests will be reviewed on a first-come-first-serve basis.

   **NOTE:** For the 2011/2012 fiscal year, the month of May 2012 will be a black-out period for the submission of management-initiated classification review requests. Due to 2011/2012 Budget deadlines, and in order to complete reviews received prior to May 1, 2012, Human Resources will not accept any management-initiated classification review requests from May 1 to May 30, 2012.

2. Employee-Initiated
   An employee may initiate a request for review under the terms of the CSUEU Collective Bargaining Agreement. To provide campus consistency and fairness, employees in bargaining units 1, 4 and 6 may also request a classification review using the same procedures as those for CSUEU units. (See Employee-Initiated Classification Requests, Section III, B.)

3. Human Resources Identified
   During a classification review, HR may identify other positions within the same department that may require review. After positions have been identified by HR, management may submit review requests for those positions.
4. **Chancellor’s Office Directed**  
**The Chancellor’s Office** periodically issues new Classification and Qualification Standards or classification series. This requires a broad review/implementation of impacted campus positions within timeframes mandated by the Chancellor’s Office. Review of current staff positions may be appropriate to determine placement into the new classification standard.

5. **Reclassification Upon Replacement**  
During the recruitment process, Program Center Managers may request a classification review upon replacement of a position. If a position is on the Office of Human Resources’ identified list for review upon replacement, or significant changes have been made to the position description, HR may decide to review the position when advertised.

6. **Reorganization**  
The Office of Human Resources is available for consultation regarding reorganizations, including the review of affected departmental positions.

**NOTE:** Reclassification is not the appropriate vehicle for movement from a staff position to a faculty or academically-related position. Any employee in a staff position must apply for a posted faculty or academically-related position in order to make that transition. In rare cases, Classification & Compensation may recommend that a position be moved into the Management Personnel Plan (MPP).

I. **AMERICAN WITH DISABILITIES ACT (ADA)**

The position description forms (General and Information Technology) are available on the Human Resources Forms webpage at [http://www.csus.edu/hr/forms.htm](http://www.csus.edu/hr/forms.htm), under Classification & Compensation. It is important to note that the position description forms require that you distinguish between those duties and responsibilities that are “essential functions” of the position, versus those that are marginal, or possibly non-essential, per the Americans With Disabilities Act, which requires that we specify the physical, mental and environmental conditions of the essential functions of the job (with or without a reasonable accommodation). Please use care in describing job duties and responsibilities.

When completing the ADA Requirements section of the position description forms, the following codes should be used:

- **F** = Frequently
- **O** = Occasionally
- **N** = Not at all

These forms should be used for all new hires, classification review requests, and updates of existing position descriptions.
SECTION II: POLICY
Classification/Skill Level Review Program

A. DELEGATION OF CLASSIFICATION/SKILL LEVEL AUTHORITY AND OVERALL POLICY

The responsibility for conducting classification/skill level reviews and establishing classification/skill level and FLSA designation decisions has been delegated by the Office of the Chancellor to the President of Sacramento State who in turn has delegated that authority to the Vice President for Human Resources. It is University policy to strive to ensure that duties, responsibilities, and skill levels assigned to staff positions reflect the appropriate classification/skill level in accordance with the Classification and Qualification Standards issued by the CSU Trustees.

It is the responsibility of individual campuses to also consider the internal campus classification/skill level alignment when making a decision. Such an effort promotes internal consistency across campus. Once assigned a classification/skill level, the position will remain so identified until significant changes occur in the responsibility and complexity of the job.

Position classification/skill level determination is a management function and is neither grievable nor negotiable. Agreement by the Office of Human Resources to initiate a review does not guarantee a change in classification/skill level.

B. EMPLOYEE WORKING BELOW THE CURRENT CLASSIFICATION LEVEL: RED CIRCLE RATE

If the Office of Human Resources performs a classification review that reveals a position falls into a lower classification/skill level, HR may suggest that the department add duties to strengthen the position. If this is not possible, a recommendation may be made to the President in accordance with the applicable MOU and Chancellor’s Office policy to “red-circle” the employee’s salary at its current level. A red-circle rate is a salary rate frozen above the maximum of the salary range for a classification or skill level. It is applied concurrent with the downgrading of a position to a lower classification/skill level. An incumbent is not eligible for further salary increases such as general salary increases, etc. until the maximum salary of the lower classification equals or exceeds the red-circle rate or five years whichever occurs first (Chancellor’s Office Policy, HR 2003-16). Please refer to individual MOU’s for specifics regarding red-circle rates and eligibility. Recommendations to red-circle a position are made reluctantly, as a last resort. The preference is, if possible, to strengthen the duties and responsibilities so the classification/skill level can be maintained.
C. CLASSIFICATION EFFECTIVE DATES

Effective dates for classification/skill level review changes will be the beginning of the pay period following the date the complete review request was received in Human Resources from the appropriate Vice President’s office.

**NOTE:** For the 2011/2012 fiscal year, the month of May 2012 will be a black-out period for the submission of management-initiated classification review requests. Due to 2011/2012 Budget deadlines, and in order to complete reviews received prior to May 1, 2012, Human Resources will not accept any management-initiated classification review requests from May 1 to May 30, 2012. HR will continue to accept review requests again on May 31, 2012, the beginning of the June 2012 pay period; however, the effective dates for any resulting reclassifications will be July 1, 2012, the beginning of the 2012/2013 fiscal year.

D. COST OF REVIEWS

The cost of reviews, whether initiated by management or the employee, requires the initiating department to **permanently** fund the increased position costs resulting from a decision for advancement to a higher classification or skill level, unless otherwise communicated by the Vice President for Human Resources. This is true for General Fund positions unless central funding becomes available in a given fiscal year. The costs for increased salaries for temporary positions, independent operation or Trust Fund positions must be funded by the Program Center in any case. All classification/skill level reviews will be performed by off-campus consultants; these consultant costs will also be the responsibility of the initiating department unless central funding becomes available in a given fiscal year.
SECTION III: PROCEDURE INFORMATION
Classification/Skill Level Review Program

A. MANAGEMENT-INITIATED CLASSIFICATION/SKILL LEVEL REVIEW REQUEST

PROCEDURES FOR STAFF POSITIONS:
For employees in Information Technology classifications, the IT Position Description form should be used.

1. Each position recommended for classification/skill level review should first be approved by the appropriate Program Center Manager or Dean. Once completed review request materials are approved, the Program Center Manager or Dean will forward the request package to the appropriate Vice President’s Office. The Vice President will review the request and forward it to the Office of Human Resources.

NOTE: Any positions submitted to the Office of Human Resources without first going through the appropriate Vice President’s Office, will be returned to the initiating department for proper submission process.

DOCUMENTS REQUIRED:
All of these documents are required at the time of submission. Incomplete packets will be returned to the initiating department.

a. One (1) copy of the “old” (former) position description.

b. One (1) original and three (3) copies of the “new” position description signed by the employee, supervisor, and Appropriate Administrator (HEERA Designated Manager). In signing the position description, the employee acknowledges that they understand management has the right to establish work assignments. The appropriate Dean or Program Center Manager must also counter sign the position description signifying concurrence with the contents and the review process. The position description form is available online at http://www.csus.edu/hr/forms.htm under Classification & Compensation.

c. One (1) copy of an up-to-date department organization chart showing incumbents’ names, classifications, working titles and reporting relationships.
2. Reviews will be performed on a first-come, first-served basis. The date a complete classification review request is received in HR, as well as the workload within the Classification unit, will determine actual review dates.

3. Reviews may include an interview with the employee, supervisor, and other appropriate administrator(s). This is in addition to the analysis of the position description(s), the Classification and Qualification Standard(s), and other factual information. Internal campus position alignment is an important consideration in classification/skill level determination.

4. The Office of Human Resources will reach a classification/skill level decision and forward the written findings (the classification determination letter, along with additional copies for the manager and employee) to the Vice President for review. Once the Vice President has reviewed the classification determination letter, the copies are then forwarded to the manager for review and distribution to the employee. When the manager and the employee receive their copies, they must sign and date the “Manager(Employee Sign-Off” form to denote receipt. This form accompanies their copies of the classification determination letter, and should be returned to the Office of Human Resources promptly.

5. Occasionally, the review is postponed for appropriate reasons, such as an employee on leave or a pending reorganization.

B. EMPLOYEE-INITIATED CLASSIFICATION/SKILL LEVEL REVIEW REQUEST

Staff employees have a right within University policy and/or contract language to request a classification/skill level review of their position.

PROCEDURES AND DOCUMENTS REQUIRED ARE THE SAME AS DESCRIBED IN SECTION III, A.

It is the responsibility of the supervisor, appropriate administrator or Vice President to: 1) review the request, ensuring that the job description and comments provided by the employee reflect reported duties as assigned; and, 2) ensure their own review does not unnecessarily delay the submission of the review request to the Office of Human Resources (see Section I, G).

NOTE (for CSUEU only): If an administrator has not forwarded the request to Human Resources within thirty (30) days, the employee can file the request directly to Human Resources.

The Office of Human Resources will acknowledge receipt of the request and respond with an approved classification decision within 180 days of receipt of all materials. In order to achieve overall campus consistency, the time frame
stipulated within the CSUEU bargaining unit contract (180 days from date of receipt) is also effective for Units 1, 4 and 6.

C. APPEAL PROCEDURES

If a union contract does not stipulate an appeal process, this University process may be used. This appeal procedure applies only to staff bargaining unit employees and positions. This procedure is not available to HEERA designated managers or to united employees who wish to appeal a classification decision which has denied them placement into the Management Personnel Plan (MPP) or Faculty/academic-related positions.

The purpose of the appeal process is to provide the employee a formal method to resolve any disagreement with the original classification reviewer’s decision regarding the position classification and/or skill level.

1. An employee may appeal a classification/skill level decision by completing an appeal form and submitting it to the Office of Human Resources.
   a. The appeal form is available on the HR Forms webpage at [http://www.csus.edu/hr/forms.htm](http://www.csus.edu/hr/forms.htm) under Classification & Compensation.
   b. The appeal must be received within thirty (30) calendar days after the employee receives the official written notice of the classification decision (the classification determination letter) and after the employee signs the “Manager/Employee Sign-Off” form.

2. The off-campus Human Resources Consultant or the Senior Manager for Classification & Compensation will meet with the employee within thirty (30) calendar days of receipt of the appeal.

The reviewer may consider:

   a. The position description used in the review;
   b. Relevant Classification and Qualification Standards and documentation on internal campus benchmark positions;
   c. Written and oral information from the previous review of the position, if appropriate;
   d. Written and oral information provided by the employee as part of their appeal;
e. Information requested by the reviewer from the supervisor and/or appropriate administrator; and

f. Any other information determined to be relevant to assist in making an appeal decision.

3. The employee shall receive a response in writing, no later than thirty (30) calendar days following the meeting with the reviewer. The appeal level response shall be final.

4. Administrators, managers, and supervisors shall not serve as the employee’s advocate through written or oral communications at the appeal level to Human Resources.

5. An employee may terminate a classification appeal at any time by submitting such a request in writing to the Office of Human Resources.