



RUTGERS POLICY

Section: 60.4.5

Section Title: HR-Managerial, Professional, Supervisory, Confidential and Administrative Staff

Policy Name: Evaluation and Classification of Managerial, Professional, Supervisory, and Confidential (MPSC) Staff Positions

Formerly Book: 3.5.5

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

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Errors or changes: Contact policies@hr.rutgers.edu

1. Policy Statement

This policy outlines the procedure for classifying designated jobs into grades/ranges through a formal review process in accordance with the existing university compensation system. This review process utilizes internal equity to ensure similar pay for similar work and external market data to ensure competitive pay.

2. Reason for the Policy

To provide guidance to managers on the process for evaluating and classifying an MPSC position.

3. Who Should Read This Policy

This policy is applicable only to employees in Rutgers positions. A Rutgers position is a position which, historically, was associated with the Rutgers University before June 30, 2013. Individuals employed in Rutgers positions are processed through the PeopleSoft (RIAS) payroll system. These positions may be governed by different negotiated agreements and policies from those that would be applicable to individuals in legacy UMDNJ positions. In this regard, individuals employed in Rutgers positions may be eligible for different non-State benefits than individuals who hold legacy UMDNJ positions.

4. Related Documents

Classification and Recruitment Form (<http://uhr.rutgers.edu/policies-resources/forms/classification-recruitment-and-appointment-forms>)
Applicant Tracking System (<http://uhr.rutgers.edu/online-services/applicant-tracking-system-ats>)

5. Contacts

University Human Resources 848-932-3020

6. The Policy

60.4.5 EVALUATION AND CLASSIFICATION OF MANAGERIAL, PROFESSIONAL, SUPERVISORY, AND CONFIDENTIAL (MPSC) STAFF POSITIONS

I. Position Classifications

A classification review will be conducted whenever a new position is created or when the functions of an existing position (either vacant or encumbered) change significantly and either the position holder and/or the department request a re-evaluation of the position grade. University Human Resources (UHR) determines the appropriate classification and grade/range for all new, vacant, and encumbered staff positions through a review of the position's duties and responsibilities. Classification reviews focus on the position duties and responsibilities, not the performance, length of service, or personal qualifications of the employee.

Major classification factors considered are:

- **Accountability**
Autonomy, freedom to act, impact on organization, authority
- **Problem solving**
Environment – whether routine, standard, or broadly defined interactions
- **Knowledge**
Education and skills
Determination of technical depth and breadth

II. Classification Review Process

A. Classification Requests

Classification requests may be initiated by the supervisor, dean/director of the department/unit concerned, or by the incumbent of the position. When an encumbered position has previously been reviewed, a subsequent request will not be considered until at least a year (12 months) from the date on which the results of the previous request were communicated to the requestor.

The key duties and responsibilities of the position must be outlined in the Classification and Recruitment Form (CARF) (<http://uhr.rutgers.edu/documents/CARForm-ATS.doc>) and submitted to UHR along with a current organization chart via the Applicant Tracking System (ATS) (<http://uhr.rutgers.edu/ATS>).

The request is assigned to a UHR representative who conducts a preliminary review, which may include an interview with the incumbent and/or the supervisor if needed for further clarification. University Human Resources conducts regularly scheduled classification review committee meetings comprised of senior university administrators knowledgeable about specific job families to determine classifications and grades.

The UHR representative notifies the requestor of the classification results and implements payroll actions when required.

The effective date of a reclassification will be the payroll begin date following receipt of the classification request in ATS in accordance with University Policy 60.4.10 – Salary Adjustments - Managerial, Professional, Supervisory, and Confidential (MPSC) Personnel

B. Self-Initiated Classification Requests

An employee may self-initiate a request for reclassification of his or her position, no more often than once in a 12-month period, by preparing the appropriate forms and submitting them to UHR via the ATS. A supervisory signature is required prior to UHR review to confirm that the duties, responsibilities, and requirements are accurately stated. The classification process is followed as described above.

The employee and supervisor are notified of the classification results. If a self-initiated request for reclassification is denied, a written request will be provided to the employee by the UHR representative.

The employee may appeal if dissatisfied with the result of the review by submitting a written request to UHR stating the basis for the appeal and including appropriate documentation.

University Human Resources will conduct a review of the appeal and communicate the results to the employee and supervisor. The compensation for reclassification to another grade will be effective retroactively to the payroll begin date following receipt of the original completed request-for-review materials.

- C. Classifications of positions covered by a collective bargaining agreement will be conducted in accordance with the provisions of the agreement, where such provisions exist.