



OFFICE OF HUMAN RESOURCES

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## STANDARD OPERATING PROCEDURE

# Position Reclassification for Exempt and Non-exempt Positions

Procedure Owner: Office of Human Resources

Document Version 1.0

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## ABOUT THIS DOCUMENT

This document was prepared by the Office of Human Resources (OHR) to standardize the Standard Operating Procedure for Position Reclassification. It is a living document that will be updated as needed.

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## 1.1 Introduction

### 1.2 Document Purpose

The standard operating procedure provides the steps to follow for Position Reclassification for exempt and nonexempt positions. Reclassifications may be requested by department managers and will be reviewed by the Office of Human Resources (OHR) and submitted to University Human Resources – College Park (UHR-UMCP) for an equity review and final approval.

All hiring managers are accountable for submitting the required documents to the Office of Human Resources to begin the reclassification process.

### 1.3 Scope

This document provides the Standard Operating Procedures for the reclassification process for exempt and non-exempt positions.

## 2.0 Roles and Responsibilities

Owners	Responsibilities
Office of Human Resources (OHR)	<ul style="list-style-type: none"> <li>Accountable for managing the reclassification and review process;</li> <li>Reviews department positions for internal equity and compression concerns relative to the reclassification request;</li> <li>Submits documents to UHR – College Park through eTerp for equity review and final approvals;</li> <li>Responsible for communicating with the department managers on the status of the reclassification request.</li> </ul>
Chief Operating Officer	<ul style="list-style-type: none"> <li>Advises managers on budget updates and communicates with OHR budget approval.</li> </ul>
Managers (Hiring Official)	<ul style="list-style-type: none"> <li>Communicates and seeks approval for reclassification from Sr. Division Officer prior to submitting to the OHR;</li> <li>Submits all required documents for reclassifications requests to the OHR;</li> <li>Assumes fiscal responsibility for department budget funding for the reclassification.</li> </ul>
Sr. Division Officer	<ul style="list-style-type: none"> <li>Top-level senior administrator responsible for departmental first line approval of all position changes or updates to include department reclassifications;</li> <li>Assumes responsibility for the divisions overall budget funding for the reclassification.</li> </ul>
Senior Administrator, UMCP, Office of the Provost	<ul style="list-style-type: none"> <li>Reviews and approves the reclassification request as the Office of the Provost – UMCP representative.</li> </ul>
Director of Employment and Compensation (UHR-UMCP)	<ul style="list-style-type: none"> <li>Reviews and approves the reclassification request as the Director of Employment and Compensation.</li> </ul>
Sr. Compensation Analyst (UHR-UMCP)	<ul style="list-style-type: none"> <li>Reviews reclassification and makes recommendations for approval based on compensation guidelines.</li> </ul>
Position Specialist (UHR-UMCP)	<ul style="list-style-type: none"> <li>Assigns a position number to the reclassified position.</li> </ul>

### 3.1 Definitions, Acronyms, and Abbreviations

#### 3.2 Definitions

**Reclassification** – A position reclassification is the assignment of a new job title and/or grade to an existing position, either filled or vacant. This change is based on an evaluation of the duties, responsibilities, and minimum qualifications of the position. A position reclassification is based on a significant and substantial change that has occurred or will occur in the overall purpose and essential functions of the position.

(Reference USM Bylaws, Policies and Procedures, Human Resources / Personnel, VII - 9.20 - II B).

**eTerp** – Online management human resource software for submitting and receiving approvals for human resources reclassification and other position updates actions.

**Exempt Position** – Positions are managerial and professional in nature. They are salaried positions that are not subject to the overtime provisions of the Fair Labor Standards Act. Exempt employees are ineligible to receive overtime; a full-time commitment typically requires a minimum of 80 hours per bi-weekly pay period.

**Non-exempt Position** – Positions are support positions in maintenance, office, service and technical/paraprofessional areas. These positions are subject to the minimum wage and overtime pay provisions of the Fair Labor Standards Act. They are paid on an hourly basis and must be paid overtime for time worked that exceeds 40 hours in the standard workweek.

**Compression** – A salary situation that occurs when differences in pay are too small to be considered equitable. May apply to differences between 1) pay of supervisors and subordinates, 2) pay of experienced and newly hired employees in the same job, 3) pay of top performers and average performers, and 4) pay of employees of comparable contribution and value.

**Internal equity** – Criterion used to determine fairness in pay among employees.

#### 3.1 Acronyms

The following terms or acronyms are applicable and defined as follows:

Standard Operating Procedure (SOP)

Office of Human Resources (OHR)

University Human Resources (UHR)

Payroll Human Resources (PHR)

## 4.1 Manager Requirements for a Reclassification

### 4.2 Managerial Steps for a Reclassification

A reclassification is based upon a substantial increase in the level of complexity, or a marked change in the assigned duties and responsibilities of an employee. It is important to note that a reclassification is focused on changes in job duties, not on the employee, the employee's performance, nor the employee's length of service in the job, University, or the State of Maryland.

Any manager may propose an update to the employee's position by submitting the required reclassification documents to OHR. The manager may request the assistance of OHR in the completion of all reclassification documents.

The following initial steps are required to begin the reclassification process.

- i. Manager has an initial discussion with the department Director or Sr. Division Officer to present their justification to request a reclassification; Manager includes in the discussion the funding in the department budget to provide for the reclassification;
- ii. Manager communicates and has an initial discussion with OHR regarding the reclassification and any potential departmental compression and equity concerns;
- iii. Documentation is forwarded to the Business Office so that source funds for the annual increase can be confirmed;
- iv. Chief Operating Officer receives information regarding reclassification for budget purposes and advises OHR of budget approval;
- v. Manager completes the following documents for a reclassification and submits to OHR:
  - 1) Position Reclassification Request Form (includes justification)
  - 2) Job description
  - 3) Future state organizational chart
  - 4) Resume of incumbent
- vi. Manager requests from OHR any assistance that will be needed for the completion of all required reclassification documents.

## 5.1 OHR Accountability for Reclassification

### 5.2 OHR Process for a Reclassification

OHR is responsible for the initial discussion and review of all reclassifications documents with department managers. Once the reclassification request has been reviewed and internal discussion with the department manager on possible compression or equity concerns has been conducted, OHR will then submit the reclassification through eTerp. OHR will need to receive the following position information to begin the reclassification process:

Example:

Current Position Title	Manager, USG Call Center
Proposed Position Title	Assistant Director, USG Call Center
Category Status	Regular, Exempt
Current Incumbent	Jane Smith
Current Salary	\$70,000
Reclass Amount	\$7,000 / (10%)
Proposed Salary	\$77,000
Justification	Due to the increase in student enrollment, the job duties and responsibilities for management of the USG Call Center has significantly increased in complexity of duties where a more technical and advanced skill set is required. To meet and continuously improve the increased demand for service levels to students, the reclassification of this position is a priority department need.
Funding Source	KFS#

### 5.3 eTerp Approval Workflow for Reclassification:



### 5.4 Communication with Position Manager on Status of Reclassification

OHR will communicate and update the Department Manager on the status of the reclassification request once a status update is received from UHR. With the approval of the reclassification request, OHR will submit the updated reclassification position information in PHR. The start date of the reclassified position will coincide with the beginning of the next payroll date. In exceptional circumstances, the start date will be retroactive at the request of the Sr. Division Officer.

### 5.5 Budget Amendments for Business Office

HR Manager will notify the Budget Office to make budget amendments as needed.

**Note:** *This type of request strictly applies in cases where there is a significant increase in job responsibilities and duties, and is subject to review before approval. Reclassification requests are not intended to act as a replacement for merit or COLA increases when funds are not approved by the State to provide them.*



## Appendix A – Writing a Position Description



# UNIVERSITY HUMAN RESOURCES

## WRITING A POSITION DESCRIPTION

A position description represents a job within your college/division, whether it is filled or vacant. Each position description exists within a nonexempt or exempt position and is associated with a title. A good job description should define the ongoing responsibilities for the employee and should include the required knowledge, skills, and abilities, needed to be successful in the position. The description is used to set the appropriate classification for the job and therefore the appropriate level of pay. If written correctly the job description targets the right candidates, allows for a great hire, and clearly defines the responsibilities for the new employee to be successful.

The position description should describe the job in its present state. Because the position may evolve and the employee in that position may become more skilled, the position description can be modified accordingly. For example, the position description can be associated with a new title if the employee is reclassified.

When writing a job description, you may want to consider the following definitions:

**Title:** The title should represent the level of work for the position. Many employees and job applicants will make judgments about a position based on the title. The official campus titles are typically not specific enough to clearly identify the job. It is helpful to enter a clearer functional title when creating the position (i.e. Coordinator is the official campus title – Payroll Coordinator would be the functional title).

**Job Summary:** This should be a brief, general statement of the more important responsibilities/functions of the position. Review the job responsibilities and create a short description that summarizes the job. The summary should not be all-inclusive and is typically no more than four to five sentences. You should identify the department and reporting structure for the position as well (attach an organizational chart).

**Essential Duties and Responsibilities:** Before entering the key responsibilities, it may be helpful to identify the key tasks of the position. The tasks should consist of the simplest and most basic element of the position. Once you have identified these you can then describe the essential duties and responsibilities and the percentage of time for each.

**Minimum Qualifications:** These are the qualifications that the employee will need to perform the job. Applicants must have these qualifications to be considered for the position.

**Nonexempt Position:** The minimum qualifications are established by System Policy and cannot be changed.

**Exempt Positions:** Pay band 1 carries a degree substitution. Positions above pay band one typically requires a minimum of bachelors (some positions, such as IT positions may be exempt from this requirement).

**Preferred Qualifications:** These are the qualifications that your ideal candidate would possess in addition to the minimum qualifications. For example, you may want applicants with experience using the campus payroll system (PHR) and applicant tracking system (eTerp). These would be considered preferred qualifications.

**Physical Demands:** Identify any physical requirements that are necessary to perform the job. For example, the position may require the ability to climb and work on ladders and scaffolds or the ability to work outside in various weather conditions, etc.

**Additional Certifications:** Identify any license or certifications that are necessary to perform the job. For example, a valid Class C MD Driver's License would be necessary for Bus Drivers.

Appendix B – Position Description Form

## Position Description Form

### Nonexempt and Exempt Staff

Position Action Requested				
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Position Number:</b> .....</p> <p><b>Category</b> (Exempt or Nonexempt): .....</p> </div> <div style="width: 50%;"> <p><b>Action:</b></p> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div> <p>Establish new position</p> <p>Change existing position</p> <p>Establish target hiring range (for Exempt positions)</p> <p>Update only</p> </div> </div> </div> </div> <div style="margin-top: 20px;"> <p><b>Current Title and Code:</b> .....</p> <p><b>Proposed Title:</b> .....</p> <p><b>Proposed Pay Range/Band:</b> .....</p> <p><b>Proposed Effective Date:</b> .....</p> <p><b>FRS:</b> .....</p> <p><b>FTE:</b> .....</p> <p><b>UID:</b> .....</p> </div>				
39	Shady Grove Center		13901-01	
<b>Division</b>	<b>College/School</b>	<b>Department</b>	<b>Sub-Unit</b>	<b>Incumbent</b>

Justification for Requesting Change/Review

Position Summary/Purpose of Position
<p><b>Is this position a Unit Head?</b> ____ Yes ____ No    <b>How many employees are supervised?</b> ____</p>

<b>Essential Duties and Responsibilities</b> (please list no more than five major duties in descending order of importance; describe each major task in a manner that demonstrates complexity)	<b>% of Time</b>

<b>Minimum Qualifications Required to Perform Work</b>
<b>Education</b> (include licenses, certifications, etc.):
<b>Experience:</b>
<b>Knowledge, Skills, and Abilities:</b>

<b>Supervision</b>
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(attach a simple organization chart)
<b>Supervisory Responsibilities of Position</b> (name, title, position number of direct reports):
<b>Supervision Received</b> (name and title of immediate supervisor):

<b>Physical Demands of Position</b> (describe the nature of physical activity required and any unusual environmental conditions)

Appendix C – Reclassification Request Form



**OFFICE OF HUMAN RESOURCES**  
**RECLASSIFICATION REQUEST FORM**

Title	
Current Title:	
Proposed Title:	
Status:	
Essential Duties and Responsibilities of Proposed Title (Please list no more than five major duties in descending order of importance; describe each major task in a manner that demonstrates complexity.)	% of Time
1.	
2.	
3.	
4.	
5.	

Position Summary/Purpose of Position
Purpose of position:

Is this position a Unit Head? ____Yes____No		
How many employees are supervised? ____		
	<u>Minimum</u> Qualifications Required to Perform Work	Preferences
Education (include licenses, certifications, etc.):		
Experience:		
Knowledge, skills, abilities and other characteristics:		

Physical Demands of Position (Describe the nature of physical activity required and any unusual environmental conditions.)

Supervision (Attach an organizational chart.)
Supervisory Responsibilities of Position (Name, title, position number of direct reports):

Supervision Received (Name and title of immediate supervisor):

Justification for Requesting Change/Review

(May include a comparison of current responsibilities versus previous responsibilities.)

Documents required by the Office of Human Resources for a Reclassification:

1. Job Description
2. Future State Organizational Chart
3. Resume of Incumbent (if applicable)
4. Reclassification Request Form



## Appendix E – Document Change Control

This chart contains a history of the revisions made to this document. Typically, the document itself should be stored in revision control and a brief description of each version should be entered in the revision control system. Document will be stored in the OHR shared drive.

Revision #	Date of Issue	Author(s)	Brief Description of Change
1.0	April 30, 2018	Kym Wilson	Initial Draft
2.0	May 3, 2018	Jessica Nardi	Review
3.0	August 3 , 2018	Nico Washington	Final
4.0	May 16, 2019	Nitshu Joshi	Updated Final