Policy for Creating and Reclassifying Positions

**Scope**

All support and professional staff.

**Policy Statement**

All SoIC personnel should follow the UHRS policies and SoIC procedures below when creating and reclassifying positions.

UHRS policy for establishing a new position:  
http://hr.iu.edu/policies/uwide/establishing.html

URHS Classification/Reclassification for Support Staff  
http://hr.iu.edu/policies/nonunion/2.0/2.5.html

UHRS Principals and Guidelines for the Professional Staff Salary Administration Program  
http://hr.iu.edu/policies/sm-all/establish/position_classification.html

**Reason for the Policy**

To create a fair and rational system for classifying and compensating staff, and to ensure the FLSA (Fair Labor Standards Act) is adhered to.

**Procedures and Tips**

1. All proposed new positions and reclassifications need to be approved by the Sr. Director for Administration and Finance (SDAF). The SDAF will work with the appropriate school and faculty administrators to seek approval for all new positions and reclassifications.
2. The HR Director can assist supervisors by obtaining position descriptions, of similar positions to that under consideration, from other organizations at IU. This can sometimes save time and give supervisors insight into how other organizations use positions.
3. The UHRS on-line Position Description form should be used to document the duties.  
   b. Please feel free to ask the SDAF and HR Manager if you have any questions.
   c. Understanding what UHRS looks for when they classify a position:
      i. The majority of the duties (>50%) must be at the level of job that it will be classified as. For example, if an IT position is 55% Development and Programming (level 3 work) with 45% desktop support (level 2 work) then the job will be classified as level 3.
      ii. This rule also applies to whether a position is exempt or non-exempt. The FLSA has defined rules for what duties are exempt and what are non-exempt. It is important to remember these rules are designed to protect employees and UHRS will often err on the side of caution to protect the employee and the university.
      iii. It can helpful to break down duties by skills applied, rather than by activity. For example, if duties are listed as:
          i. 100% Server Management - includes development of new technologies (exempt), programming new scripts (exempt) and system administration (non-exempt).
          then this creates a problem for UHRS as they cannot tell if more than 50% of the position is using exempt skills. Therefore, this approach should be used:
            i. 30% Development of new technologies for servers
            ii. 25% Writing new code for servers
            iii. 45% System Administration of servers

Now UHRS can easily see how the job breaks down between different skills being applied to the duty. The SDAF and HR Manager (working with UHRS) can assist with identifying skills that fall in different job levels, and therefore need to be broken out separately.

1. It is very important that position descriptions accurately reflect the actual duties and responsibilities of the position. They should not be exaggerated or under reported. Improperly reporting duties can cause inequities with other IU peers who actually do perform at that level, and can open up IU to federal fines and penalties if jobs receive an invalid exemption.

**Responsible Parties**

The supervisor is responsible for correctly reporting an employee’s duties and responsibilities on the position description. The SDAF and HR Manager are responsible for working with UHRS to provide any additional information they require to classify a position.

**Definitions**
• Exempt position – a position that has duties, defined by the FLSA, that often include creativity, interpretation, application of policy, and helping decide what the organization will do. Other examples of exempt positions may include those requiring advanced degrees or executive occupations managing others. These employees are often more self-directed, manage their own time, and are therefore not overtime eligible. The duties chosen as exempt by the FLSA can sometimes seem arbitrary, but nonetheless, the law has to be followed.
• Non-exempt position – a position that has duties, defined by the FLSA, that often put employees in more of a supervised position, and are therefore protected by the law to prevent them from being abused by requiring them to work more than 40 hours without being fairly compensated, i.e. they are overtime eligible.
• FLSA – Fair Labor Standards Act, a federal employment law.