



POLICY TITLE	Position Control	Policy Number	308
Section	Human Resources	Approval Date	June 18, 1992
Subsection	Hiring Practices	Effective Date	June 18, 1992
Responsible Office	Office of the Vice President of Planning, Budget, and Human Resources		

1.0 PURPOSE

2.0 REFERENCES

3.0 DEFINITIONS

4.0 POLICY

4.1 Individual salaried positions must be requested and approved through the University's budgetary process. Hourly positions may be created and filled based on the hourly dollars available in approved budgets. An approved job description or class specification shall be on file for every salaried position at the University.

5.0 PROCEDURES

5.1 Budgetary Procedure

5.1.1 Each year, departments request and are allocated specific salaried positions to complete various functions within the departments. Departmental budget requests include the forecasted amount required to sustain known incumbents in the allocated positions, salary adjustments, and new positions. Budget requests are approved or denied as funds are available through funding sources.

5.1.2 Requests for salary adjustments and new positions that require additional funds within the fiscal year are considered for approval on a case-by-case basis. All approved positions are assigned a position control number and budget by the Budget Office.



5.2 New Titles, Reclassification, and Title Changes

5.2.1 To maintain overall position balance and equity within the University, all requests for new title, reclassification, and title changes are processed through Human Resources.

5.2.2 Salaried positions are not established for employees whose total work effort is less than one-half time. Hourly positions may be established at the discretion of the supervisor, with assistance from Human Resources to determine appropriate title and rate of pay.

5.2.3 Reclassification of classified personnel are approved only when the employee's responsibilities and duties have changed significantly since the grade level for his or her position was established or when other significant factors, such as job market salary or wage level, prevail.

5.2.4 New titles, reclassification, and title changes may be implemented and rates of pay established by the appropriate administrator with the approval of the appropriate vice president or the President following the approved university procedures maintained in Human Resources.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity