

POLICY

Effective Date: 5/31/07

Approved by: President's Council

Authority: [29USC201](#); [RCW 41.06.070](#)

Cancels:

See Also: POL-U5400.07 [Determining Classification And Compensation For Classified Positions](#)
FRM-U5440.06A [Professional Staff Position Review Form Guidelines For Professional Staff Titles](#)
[Summary Of Civil Service Exemption Criteria, PSO Handbook, Appendix A](#)
[Summary of FLSA Exemption Criteria, PSO Handbook, Appendix B](#)
[Professional Staff Compensation Plan, PSO Handbook, Appendix E](#)

POL-U5440.06 DETERMINING CLASSIFICATION AND COMPENSATION FOR PROFESSIONAL STAFF POSITIONS

This policy establishes rules for determining the employee class and compensation for permanent FLSA exempt and FLSA non-exempt professional staff positions submitted for a position review or recruitment.

1. Vice President Of Business And Financial Affairs Will Ensure Appropriate Classification And Compensation

All new or revised positions will be evaluated by Human Resources to ensure employees are properly categorized and compensated.

Professional staff position salaries will be based on the Professional Staff Classification/Compensation Plan.

In general, starting salaries stay within the range of the designated salary grade. Exceptions may be made to Human Resources with appropriate justification.

2. Human Resources Director Will Monitor The Classification/Compensation Process

The Human Resources Director will monitor the classification and compensation of positions and provide regular updates to the Vice President for Business and Financial Affairs.

3. Supervisors Will Maintain Current Position Descriptions

Position descriptions are to be created for each position. Descriptions are to be updated following significant changes to the position. Supervisors will provide updated copies to the incumbent and Human Resources.

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4. Management And Incumbents May Request A Position Or Salary Range Review Upon Vice President Or President Approval

Upon vice president or President approval, the position review process may be initiated at any time by the position incumbent as well as the appropriate supervisor, director, or dean.

Requests for a position review generally occur when

- a. Significant changes in duties and responsibilities are made to a position as directed by the supervisor,
- b. Reorganization occurs within a unit division that significantly impacts the job description,
- c. A position's level of responsibility changes as directed by the supervisor, or
- d. A position salary may be inappropriate.

5. Human Resources Will Determine Effective Date

The date in which approved changes become effective will be the date agreed upon by the appropriate dean/director, vice president/ President and Human Resources.

6. Supervisors May Request Position Title Changes For Professional Staff

Supervisors may request a title change for professional staff positions. Proposed titles must meet the *Guidelines For Professional Staff Titles* and require approval by the appropriate Dean/Director, Vice President/President and the Human Resources Director.

7. Executive Officers And Directors Will Ensure Internal Procedures Are Established

Executive Officers and directors will ensure that internal procedures are established for their respective areas in order to be in compliance with this policy.

8. Human Resources Director Ensures Training Is Provided

Human Resources will provide supervisors and their staff training and guidance on the determining position classification and compensation.