

Connecticut State University System

Board of Trustees

BR#95-75



RESOLUTION

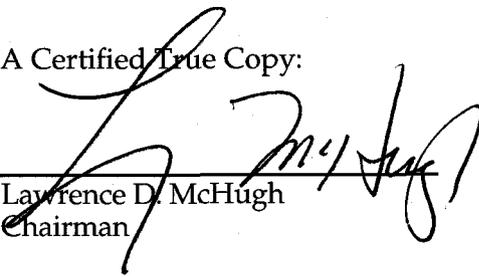
concerning

CLASS/COMPENSATION SYSTEM FOR MANAGEMENT AND CONFIDENTIAL PROFESSIONAL POSITIONS

November 8, 1995

- WHEREAS, During the 1994-95 Year, a Board approved objective job evaluation of all Management and Confidential Professional positions in the CSU System was conducted and the results adopted by the Board, and
- WHEREAS, There is a need to adopt a body of rules for maintenance of the established classification system, now therefore be it
- RESOLVED, That the attached Class/Compensation System for Management and Confidential Professional Positions maintenance procedures are herewith adopted, and be it further
- RESOLVED, That, within the conceptual basis of the these maintenance procedures, the CSU President is authorized to make reasonable adjustments from time to time as experience is gained in their administration, and be it further
- RESOLVED, That these maintenance procedures shall be effective notwithstanding prior resolutions and/or policies to the contrary.

A Certified True Copy:


Lawrence D. McHugh
Chairman

CLASSIFICATION and COMPENSATION SYSTEM for Management and Confidential Professional Positions

Maintenance of the Objective Job Evaluation Structure

The creation of a new, the significant modification of an established classification¹, or the reclassification of a position, shall be evaluated in accordance with the CSU Point Factor Evaluation system through the following procedures. In addition, the temporary assignment to a higher rank, or the temporary assignment of additional duties shall also be accomplished in accordance with these procedures. Therefore, the portion of CSU Personnel Policies for Management and Confidential Personnel, section 7.3.5 which states that "No one employed less than six months in a position shall be eligible for consideration for a salary increase" shall be superseded when inconsistent with the application of these procedures.

Establishment of a New Classification

Whenever possible, existing classes (titles) should be used for new positions². However, when a new classification must be established the following procedure shall apply:

1. A proposed job description in the prescribed format, a written justification explaining the need for a new class, detailed duty statement and experience and training requirements, estimated salary range and suggested salary, should be submitted to the office of the CSU Associate Vice President for Personnel with copies to all members of the Council on Employee Relations (CER).
2. Upon receipt of the proposed class, CER members shall express their individual university observations regarding the proposed class to the CSU Associate Vice President for Personnel. CER comments should address any matters regarding the request, including but not limited to:
 - a. Need for the new class,
 - b. Suitability of title,
 - c. Salary range,
 - d. Experience and training requirements,
 - e. Job description,
 - f. Class systemwide usage.
3. The CSU Associate Vice President for Personnel shall consult with Fred Owen of Owen Human Resource Consulting (or a successor firm) for an evaluation of the class. Owen will consult with university personnel regarding the request, if necessary, and submit a evaluation based on the Point Factor system, to the System Office for approval by the System President.
4. The final evaluation and salary will become effective only after approval by the System President.

¹ "Class", "class of positions" or "position classification" means a position or group of positions that share general characteristics and are categorized under a single title for administrative purposes.

² "Position" means a group of duties and responsibilities currently assigned or designated to require the services of one employee.

Class Reevaluation

When the job content of an entire class has changed substantially enough that it may have the effect of warranting a change in salary range:

1. The job description for the classification and the an account of the significant changes that prompted the request, from all incumbents in positions in the class systemwide, shall be submitted to the office of the CSU Associate Vice President for Personnel with copies to all members of the Council on Employee Relations (CER).
2. Upon receipt of the proposed class, CER members shall express their individual observations regarding the proposed class to the CSU Associate Vice President for Personnel. CER comments should address any matters regarding the request, including but not limited to:
 - a. Need for reevaluation,
 - b. Recommended salary range,
 - c. Change in experience and training requirements,
 - d. Magnitude of the change in job content,
 - e. Class systemwide usage.
3. The CSU Associate Vice President for Personnel shall consult with Fred Owen of Owen Human Resource Consulting (or a successor firm) for an evaluation of the request. Owen will consult with university personnel regarding the request, if necessary, and if appropriate, submit a reevaluation based on the Point Factor system, to the System Office for approval by the System President.
4. If the review indicates that the new class should be in a higher salary range, the class shall be adjusted accordingly and the incumbents' salaries placed in the new range at 5 percent (5%) above their current salary, or the Minimum of the new range, whichever is greater.
5. The final evaluation and salary will become effective only after approval by the System President.
6. The monetary impact of a class reevaluation shall be absorbed by each CSU unit with employees in the affected classification.

Position Reclassification

When the job content of a position has changed substantially enough that it shares the general characteristics of positions in a higher classification:

1. A proposed job description in the prescribed format, the original job description, a written justification explaining the need for the reclassification, detailed duty statement and experience and training requirements, estimated salary range and suggested salary, should be submitted to the office of the CSU Associate Vice President for Personnel with copies to all members of the Council on Employee Relations (CER).
2. Upon receipt of the proposed class, CER members shall express their individual university observations regarding the proposed class to the CSU Associate Vice President for Personnel. CER comments should address any matters regarding the request, including but not limited to:
 - a. Need for the reclassification,
 - b. Proposed classification,
 - c. Suggested salary and salary range,
 - d. Experience and training requirements,
 - e. Job description under new classification,
 - f. Systemwide impact,
 - g. The magnitude of the change in job content.
3. The CSU Associate Vice President for Personnel shall consult with Fred Owen of Owen Human Resource Consulting (or a successor firm) for an evaluation of the proposed reclassification. Owen will consult with university personnel regarding the request, if necessary, and submit a evaluation based on the Point Factor system, to the System Office for approval by the System President.
4. If the review indicates that the new position should be in a different classification, the position shall be reclassified accordingly. If the reclassification is to a higher range, the incumbent's salary shall be placed in the new range at 6 percent (6%) to 10 percent (10%) above current salary, or the Minimum of the new range, whichever is greater.
5. The final reclassification and salary will become effective only after approval by the System President.
6. The monetary impact of a position reclassification shall be absorbed by the CSU unit effecting the reclassification.

Temporary Assignment to a Higher Rank on an Acting or Interim Basis

When there is a temporary assignment of an employee to a bona fide vacant position in a higher rank:

1. The employee is temporarily assigned away from his/her permanent position to the position in a higher rank.
2. The incumbent's salary shall be increased by 6 percent (6%) to 10 percent (10%) above current salary or to the minimum of the new range, whichever is greater, for the period of the assignment, commencing with the thirty-first (31st) day of the assignment and shall be retroactive to the first (1st) day of such temporary assignment.
3. The need for continuing the temporary assignment shall be reviewed after one (1) year. Normally, temporary assignments shall not exceed two (2) years in duration. During the period of the temporary assignment, salary adjustments shall be calculated by applying the percentage increase to the salary base of the Acting/Interim assignment. Upon termination of the temporary assignment, the employee shall return to his/her original position and the employee's salary shall return to its original level prior to such assignment, plus percentage salary adjustments, if any.
4. The monetary impact of the reassignment shall be absorbed by the CSU unit effecting the temporary assignment.

Temporary Assignment of Additional Duties

When the temporary assignment of additional duties results in a significant change in the job content of a position such that it shares the general characteristics of positions in a higher classification:

1. A description of the proposed new duties, the current job description, a written explanation of the need for the temporary reclassification, suggested salary, effective date and expected duration of the assignment should be submitted to the office of the CSU Associate Vice President for Personnel with copies to all members of the Council on Employee Relations (CER). When a temporary assignment of additional duties results from a temporarily vacant position, not more than two (2) individuals may be assigned a portion of the duties for extra compensation.
2. Upon receipt of the proposed temporary assignment, CER members shall express their individual university observations to the CSU Associate Vice President for Personnel. CER comments should address any matters regarding the request, including but not limited to:
 - a. Appropriateness of the temporary reclassification,
 - b. Suggested salary,
 - c. Systemwide impact.
3. If the review indicates that the temporary reclassification is appropriate, the incumbent's salary shall be increased by 6 percent (6%) to 10 percent (10%) above current salary or to the minimum of the new range, whichever is greater, for the period of the assignment, commencing with the thirty-first (31st) day of the assignment and shall be retroactive to the first (1st) day of such temporary assignment.
4. The need for continuing the temporary assignment shall be reviewed after one (1) year. Normally, temporary assignments shall not exceed two (2) years in duration. During the period of the temporary assignment salary adjustments shall be calculated by applying the percentage increase to the salary base of the Acting/Interim assignment. Upon termination of the temporary assignment the employee shall return to his/her original position and the employee's salary shall return to its original level prior to such assignment, plus percentage salary adjustments, if any.
5. The temporary assignment and salary will become effective only after approval by the System President.
6. The monetary impact of the assignment shall be absorbed by the CSU unit effecting the temporary assignment.

10/23/95