



Classification

Standard Practice Guide

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TITLE: Classification
APPLIES TO: Staff
ALTERNATE OR PREVIOUS TITLES:
Key Words:
Originating Department: Human Resources
Authorized by: Michael Rao, President
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Policy Statement: Human Resources (HR) has the responsibility for determining the appropriate employee group, classification (job title) and pay level for all staff positions based upon skill, scope and responsibility levels. This includes determining whether the position is classified as hourly or salaried.

Policy Guidelines/Procedures:

Supervisors may request a classification study for new or current positions. Employees may request their position be studied, however if that request is not supported by management, the position will not be reviewed unless required by a collective bargaining agreement. Requests for classification studies are handled in the order noted below.

1. Position Creations and Vacancies
2. Reorganization requests
3. Ad hoc requests from managers or employees, if approved by senior management.

To request a classification determination for a **new** position or a study of a **vacant** position contact Employment Services (ES/HR). To request paperwork for a classification review of a **current** position or assistance with a reorganization, contact [Employment & Compensation](#) (E&C/HR) or visit the HR website (forms section) to download the [reclassification paperwork](#). For reclassification requests, download the form "[Request for Reclassification Study](#)".

As a result of a classification study, the position can be re-assigned to a higher or lower pay level/band, or remain the same. Salary recommendations will include setting the salary in the new [pay range/band](#) based on responsibility, education, and experience.

Under the same parameters as setting starting salaries, Senior Management (senior officers and directors who report directly to a Vice President or the President) can approve a salary adjustment based on a reclassification for no more than eight percent (8%). The salary adjustment for a reclassification cannot result in an employee's salary exceeding the maximum of the pay range. HR and senior management share the responsibility of assuring that the University adheres to equitable pay practices. If there is a disagreement relative to the classification determination or the proposed adjustment, the parties will work with the appropriate Vice President. If the matter is not resolved at that level, the Vice President/Finance and Administrative Services will have the authority to resolve the matter.

In a classification downgrade, an employee's salary may be reduced bringing it in line with the salaries of similar comparators in the new pay level. If the salary/wage rate is appropriate for the classification downgrade and does not cause compression with other jobs in the new pay level, it may not be decreased.

Managers must follow the requirements as set forth in the applicable collective bargaining agreements, employee handbooks, university policies and laws. Appropriate care must be taken to insure that the classification determination process and subsequent salary adjustments are not discriminatory.

The funding for salary adjustments comes from the department's budget. There is no central funding source for salaries increases based on reclassification.

Central Michigan University reserves the right to make exceptions, modify or eliminate this policy. This document supersedes all previous policies, procedures and directives relative to this subject. Please refer questions or concerns to the Originating Department.