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GENERAL STATEMENT OF POLICY

The University will establish and maintain a system of job evaluation appropriate to each employee group.



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OPERATING PROCEDURE

**Administrative/Professional/Technical Jobs -**

**Position Classification -**

1. Administrative and Professional Jobs will be evaluated using the Hay Guide-Chart Profile Method of Job Evaluation. It is important to note that the position content, not the individual, is evaluated in the process.
2. The evaluations will be performed by a standing job evaluation committee of six members appointed by the President, plus the Assistant Director of Human Resources.
3. The results of the committee's work will be forwarded to the Vice President for Finance and Administration who is then responsible to forward to the designated Executive Staff for acceptance by the University.
4. The Human Resources Office will maintain all records of evaluations, schedule meetings of the committee and set agendas for each meeting.
5. All new jobs will be described using the Southeast Missouri State University Administrative and Professional Job Description Questionnaire. In no case can salary discussions be held with prospective hires until the job has been evaluated and accepted.
6. Existing jobs previously evaluated can be reevaluated if there are significant changes to the job content.
7. The process for evaluation of new jobs and reevaluation of existing jobs is the same:
  - A. A job description questionnaire is completed.
  - B. After supervisory review, it is signed by the employee and supervisor (supervisor only for new positions).
  - C. The completed questionnaire is forwarded through the Vice President for review, comment and signature to Human Resources.
  - D. The Human Resources Office forwards to the Vice President for Finance and Administration for approval before committee meeting.



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- E. The job is evaluated by the job evaluation committee, and the results are forwarded to the Vice President for Finance and Administration to obtain approval from the designated Executive Staff.
- F. Upon acceptance by the executive staff, the results of the evaluation or reevaluation are communicated to the department from which the questionnaire originated and appropriate salary administration procedures are followed.
- G. If the employees or supervisors disagree with the evaluation, they may seek a reconsideration review (see Reconsideration of Evaluations below).

**Reconsideration of Evaluations -**

1. Employees and/or supervisors who feel their jobs have been evaluated incorrectly by the Administrative and Professional Job Evaluation Committee may ask for reconsideration of the evaluation. Because the evaluation committee is the only body on campus trained in the use of the job evaluation technique, all requests for reconsideration will be referred to the committee for review.
2. The process for requesting reconsideration of an evaluation is as follows:
  - A. The employee and/or supervisor will write out the reasons for the disagreement with the job evaluation and the basis for the request.
  - B. The request will be forwarded through the Dean or Director to the appropriate Vice President who will, in turn, forward the request to Human Resources. At each level, comments may be added for clarification, support or non-support.
  - C. The Human Resources Office will schedule each request for reconsideration to be heard by the job evaluation committee.
  - D. Upon review of the materials, the job evaluation committee may ask for additional information, or, if it is more appropriate, invite the employee and/or supervisor to attend the reconsideration review.
  - E. Reconsidered evaluations which result in changes will be forwarded by Human Resources to the Vice President for Finance and Administration, who forwards to the designated Executive Staff to obtain approval.
  - F. The results of a reconsideration review will be effective the month following University acceptance.



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G. If the employee and/or supervisor does not agree with the results of the reconsidered evaluation, an appeal may be made as described below.

**Appeals of Reconsidered Job Evaluations -**

1. Employees and/or supervisors who, after the reconsideration process, still do not agree with the job evaluation may appeal the evaluation. All appeals will be referred to the Vice President for Finance and Administration (or the Provost or President's designee for jobs in d Finance and Administration).
2. The process for appealing is as follows:
  - A. The employee and/or supervisor will write out the reasons for the disagreement with the reconsideration review and the basis for the appeal.
  - B. The appeal will be forwarded through the Dean or Director to the appropriate major administrator who will, in turn, forward the appeal to the Vice President for Finance and Administration. At each level, comments may be added for clarification, support or non-support.
  - C. Human Resources will provide the Vice President for Finance and Administration with copies of all materials submitted to the Administrative and Professional Job Evaluation Committee during the reconsideration review.
  - D. The Vice President for Finance and Administration, after conducting a review and optionally seeking advice from appropriate persons, will make a decision regarding the appeal.
  - E. The decision of the Vice President for Finance and Administration (or the Provost or President's designee when appropriate) shall be final and non-grievable.

**Clerical/Service Jobs (non-bargaining unit, non-Public Safety certified or licensed positions) -**

1. Regular and term Clerical and Service (non-bargaining unit, non-Public Safety certified or licensed positions) jobs will be evaluated using the University's point factor method of job evaluation. It is important to note that the position content, not the individual, is evaluated in this process.
2. The evaluations will be performed by a standing job evaluation committee of five members, in addition to the Assistant Director of Human Resources, appointed by the President. The clerical/service staff will be represented on the committee.



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3. The results of the committee's work will be forwarded to the Vice President for Finance and Administration for acceptance by the University.
4. The Human Resources Office will maintain all records of evaluations, schedule meetings of the committee, and set agendas for each meeting,
5. All new jobs will be described using the Southeast Missouri State University Clerical/Service Job Description Form and will be evaluated prior to being advertised, In no case can salary discussions be held with prospective hires until the job has been evaluated and accepted.
6. While existing jobs previously evaluated may be reevaluated if there are significant changes to the job content.
7. The process for evaluation of new jobs and reevaluation of existing jobs is the same:
  - A. A job description form is completed.
  - B. After supervisory review, it is signed by the employee and supervisor (supervisor only for new position).
  - C. The completed form is forwarded from the department through the proper administrative chain to the Vice President or Provost for review, comment and signature. The completed forms are then sent to Human Resources.
  - D. The Human Resources Office forwards to the Vice President for Finance and Administration for approval before committee meeting.
  - E. The job is evaluated by the job evaluation committee, and the results are forwarded to the Vice President for Finance and Administration.
  - F. Upon acceptance by the Vice President for Finance and Administration designated Executive Staff, the results of the evaluation or reevaluation are communicated to the department from which the request originated and appropriate salary administration procedures are followed.
  - G. If the employee or supervisor disagrees with the evaluation, he/she may seek a reconsideration review (see Reconsideration of Evaluations).



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### **Reconsideration of Evaluations -**

1. Employees and/or supervisors who feel their jobs have been evaluated incorrectly by the Job Evaluation Committee may ask for reconsideration of the evaluation. Because the evaluation committee is the only body on campus trained in the use of the job evaluation technique, all requests for reconsideration will be referred to the committee for review.
2. The process for requesting reconsideration of an evaluation is as follows:
  - A. The employee and/or supervisor will write out the reasons for the disagreement with the job evaluation and the basis for the request.
  - B. The request will be forwarded through the Dean or Director to the appropriate Vice President or the Provost who will, in turn, forward the request to Human Resources. At each level, comments may be added for clarification, support, or non-support. A copy of any additional comments will be provided to the employee by the individual who wrote the comments.
  - C. The Human Resources Office will schedule each request for reconsideration to be heard by the job evaluation committee.
  - D. Upon review of the materials, the job evaluation committee may ask for additional information, or, if it is more appropriate, invite the employee and/or supervisor to attend the reconsideration review.
  - E. Reconsidered evaluations which result in changes will be forwarded by Human Resources to the Vice President for Finance and Administration for acceptance by the University.
  - F. The results of a reconsideration review will be effective the month following University acceptance.
  - G. If the employee and/or supervisor does not agree with the results of the reconsidered evaluation, an appeal may be made as described below.

### **Appeals of Reconsidered Job Evaluations -**

1. Employees and/or supervisors who, after the reconsideration process, still do not agree with the job evaluation may appeal the evaluation. All appeals will be referred to the Vice President for Finance and Administration except appeals from units reporting to the Vice President for Finance and Administration which will be referred to the Provost or President's designee.



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2. The process for appealing is as follows:

- A. The employee and/or supervisor will write out the reasons for the disagreement with the reconsideration review and the basis for the appeal.
- B. The appeal will be forwarded through the Dean or Director to the appropriate Vice President who will, in turn, forward the appeal to the Vice President for Finance and Administration except as indicated above. At each level, comments may be added for clarification, support, or non-support. A copy of any additional comments will be provided to the employee by the individual who wrote the comments.
- C. Human Resources will provide the Vice President for Finance and Administration (or the Provost or President's designee when appropriate) with copies of all materials submitted to the job evaluation committee during the reconsideration review.
- D. The Vice President for Finance and Administration (or the Provost or President's designee when appropriate), after conducting a review and optionally seeking advice from appropriate persons, will make a decision regarding the appeal.
- E. The decision of the Vice President Finance and Administration (or the Provost or President's designee when appropriate) shall be final and non-grievable.