

## **BULLETIN NUMBER 9**

**TO:** President, Vice Presidents, Deans, Department Chairs, and Directors

**FROM:** Ralph D. Pedersen  
Director of Human Resources

**DATE:** August 7, 2000

**SUBJECT:** Requesting Classification of a New or Existing Staff Position

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Human Resources Bulletins are published by the Human Resources Department to provide information and guidance to staff, faculty and administrators of the Reynolda Campus. Addressees are encouraged to make such further distribution as is deemed appropriate. Human Resources Bulletins are accessible through the World Wide Web at: [www.wfu.edu/Administrative-offices/Human-Resources/bulletin.htm](http://www.wfu.edu/Administrative-offices/Human-Resources/bulletin.htm).

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1. Effective August 15, 2000, the Human Resources Department will implement a process that will eventually result in the University having accurate, standardized position descriptions for all regular staff positions on the Reynolda Campus. In addition, to accommodate the new position description format, the process for requesting classification will change. Please follow these instructions to request classification of a new or existing position.
2. A new position is defined as a position that is increasing the total number of FTEs in your department or office. An existing position is one that is being vacated by a departing staff employee or one that has had a significant change in duties and responsibilities assigned to the incumbent.
3. Prior to submitting the Hiring Requisition Form to initiate recruitment action on a new position, the position must be classified. The classification process ensures we recruit to fill a position using the correct job title and salary grade. All new positions require review and approval from the Compensation Manager before they are posted by the Employment Manager. As existing staff positions are vacated, supervisors will be requested to prepare an updated position description using the new format before the position is posted.
4. The Compensation Manager requires the following information about both new and existing positions **before** they can be classified or reclassified:
  - a. For new positions, a memo summarizing the reasons or conditions that resulted in the need for a new position (for example, department reorganization/restructuring, a new grant, and new programs). Indicate how the duties of the new position were developed

- and how the duties performed in the new position impact the duties of other positions in the department or office.
- b. For both new and existing positions, a detailed description of the duties this position performs is required. The Position Description Format is to be used for this purpose.
  - c. A completed Physical Requirements Form (required by the Americans with Disabilities Act).
  - d. An organization chart that illustrates how the position fits into the organizational structure of the department, office, or work unit. The organization chart should include the name of each incumbent, as well as the titles and grades of each position in the department, office, or work unit.
  - e. FLSA Exempt Test Questionnaire if the supervisor is requesting exempt status for the position.
5. For new positions, once this information is received, the Compensation Manager will review the information, classify the position, and notify the supervisor of the job title and salary grade.
  6. For existing vacant positions, the Compensation Manager will review the information and work with the Employment Manager to see that the position is posted.
  7. Please contact the Associate Director of Human Resources, Compensation Manager, at x5678 if you have questions about this process or if you need additional information.

#### Attachments

- [Position Description Format \(Microsoft Word File\)](#)
- [Instructions for Writing Position Descriptions](#)
- [Glossary of Useful Verbs](#)
- [Sample Position Description](#)
- [Decision Making on Exempt/Non-Exempt Status](#)
- [Exemption Work Sheet](#)
- [Sample Organization Chart](#)
- [Physical Requirements Checklist](#)