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Policy Information

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CSM 305.0

Responsible Unit:
Division of Human Resources

Phone:
(520) 621-3660

Email:
hadmin@email.arizona.edu [1]

Policy

Reclassification studies of departments or departmental programs may be initiated by one of two means:

1. Department heads may request Human Resources to review departmental classifications, subject to the availability of funds; or
2. Human Resources may request that classifications within a department be audited on a department-wide or program-wide basis as a result of either an apparent classification discrepancy revealed by an individual audit or an Arizona Universities Personnel System Review.

Procedure

Department heads who desire reclassification studies shall submit a letter of request to Human Resources. A compensation analyst shall confer with the department head and determine if a study is appropriate. The department shall submit Staff Position Questionnaires for employees involved in the study through the appropriate organizational structure (see Classified Staff Human Resources Policy Manual 304.0, Requests for Position Reclassification [2]).

Human Resources shall audit the positions and submit written recommendations to the department head regarding the classifications and, if circumstances warrant, the organizational structure.