

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Human Resources

NUMBER: 02.B.01

AREA: Compensation

SUBJECT: Classification of Staff Jobs

1. PURPOSE

- 1.1. The classification of jobs consists of a grouping together of selected positions having substantially similar duties and responsibilities and requiring like abilities and skills for successful performance. It is an instrument of administration which:
 - (a) provides uniform titles for use in budgets, payroll and other official records;
 - (b) affords a basis for uniform salary treatment of employees; and
 - (c) clarifies the requirements of positions for recruitment and training purposes.
- 1.2. This document establishes general guidelines to be used by each component university in the classification and creation of jobs for regular staff employees.

2. POLICY

- 2.1. It is University of Houston System policy to have an established job classification system, with rate ranges for both exempt and non-exempt employees to provide for different rates of pay for positions requiring a different amount of responsibility, experience, skill level, and knowledge.
- 2.2. Such job classification system must provide a fair and equitable method of determining the correct classification and compensation of staff employees filling positions within the System in relation to the position description.
- 2.3. Each component university's human resources department shall conduct job classification audits and reviews on a regular basis to ensure proper classification of positions and to implement corrective measures as needed.
- 2.4. The policy of the University of Houston System and its components is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, veteran's status, genetic information, or sex (including pregnancy), except where such a distinction is required by law. Additionally, UH System prohibits discrimination in all aspects of employment and educational programs on the basis of sexual orientation, gender identity, or gender expression. For the UH System's Official Non-Discrimination Statement, see [SAM.01.D.05 – Equal Opportunity and Non-Discrimination Statement](#).

3. POLICY PROVISIONS

- 3.1. The development and maintenance of compensation plans are the responsibilities of each component university, and are subject to the management practices established at that component university.
- 3.2. The chief human resources officer or designee for each component university is responsible for the development and implementation of the job classification and compensation procedures and practices.
- 3.3. Job evaluation or classification is the basis for determining the pay grade/level for a position, and for maintaining equitable salaries within pay grades. The job evaluation process determines the appropriate job class (group designation) for each position.
- 3.4. Positions which involve substantially the same kind of work, equivalent levels of difficulty and responsibility, and require comparable experience and training, will be grouped together into a single job class.
- 3.5. Each staff position shall have a position description that includes the position title, a general description of the scope of the position, duties and responsibilities of the position, and a statement of the required and preferred qualifications of the position including education, experience, and licenses/certification required for the position.
- 3.6. Titles used for official purposes will be the title assigned to each position. This title shall be used on all personnel records, payroll records, budget documents and other official records and publications. A different functional title may be used for internal departmental purposes, but such functional title cannot be a title approved as an official class title.
- 3.7. No new staff position or reclassification may be established and filled without prior evaluation by the appropriate component university human resources department representative to determine the job classification and salary grade.
- 3.8. Salary levels and pay rates may be dependent upon the availability of funds and other factors. All wage and salary funds received by the University of Houston System are subject to University of Houston System or component university regulation and control, regardless of the original source of funds. The origin of wage and salary funds has no bearing on the pay grade or pay rates established for positions.

4. NEW POSITIONS

- 4.1. A request to establish a new position, other than faculty and equivalent research positions, will be submitted via the approved component university form, through administrative channels, to the chief human resources officer or designee. No new staff position or classification may be established and filled without prior

evaluation by the appropriate component university human resources representative to determine the job classification and salary grade.

- 4.2. Questions concerning forms to be executed or procedures to be followed in making request for the creation of new positions should be directed to the component university human resources department.

5. RECLASSIFICATIONS

- 5.1. A reclassification is an audit/review of a position which indicates a significant change in job duties and level of responsibility and can result in a change in the job title and pay grade/level (up or down). It is a job or position (as opposed to an individual) that is reclassified; therefore, the position may be filled or vacant when reclassified.
- 5.2. A staff member whose position is reclassified to a class having increased responsibilities or complexity of duties and in a higher salary range is eligible to remain in the position provided he/she establishes eligibility by meeting the minimum qualifications for the new class to which the position has been reclassified. A staff member who does not qualify for the new class may be removed from the position and may be eligible for reemployment in a position of the former class elsewhere.
- 5.3. A staff member whose position is reclassified to a class having increased responsibilities or complexity of duties and in a higher salary range, and who is eligible to remain in the position, is considered to have been promoted as a result of the reclassification. The staff member's compensation upon such reclassification will be in accordance with the policy governing promotions.
- 5.4. Likewise, a staff member whose position is reclassified to a class having decreased responsibilities and complexity of duties and in a lower salary range is considered to have been demoted as a result of the reclassification. The staff member's compensation upon such reclassification will be in accordance with the policy governing demotions. Such a change is not a reflection of the individual's job performance.
- 5.5. A staff member whose position is reclassified to another class assigned to the same salary range is considered to have received a title change (lateral transfer) as a result of the reclassification. The staff member's compensation will be in accordance with the policy governing lateral transfers.

6. CLASSIFICATION ADMINISTRATION RESPONSIBILITY

Each component university's chief human resources officer is vested with the responsibility to fairly administer the job evaluation and classification policies and procedures throughout the component university. Full cooperation of all levels of management and supervision in the administration of the classification policies, rules, and procedures is required. Managers and supervisors should assist in the administration

of the classification policies and procedures by recognizing the need for, and initiating action to accomplish, the establishment of new positions, the deletion of unneeded or outdated positions, and the reclassification of existing positions because of significant or substantial changes in duties and responsibilities.

7. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice Chancellor for Human Resources

Review: Every five years on or before September 1

8. APPROVAL

Approved: Jim McShan
Interim Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: May 13, 2016

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	04/12/1995	Initial edition (Original Title: "Classification of Jobs")
2	04/20/2001	Applied revised SAM template to meet current documentation standards. Changed title to "Classification of Staff Jobs." Changed "Director" to "Head" of Human Resources in Section 3.2, Section 4.1, and Section 6. Changed "Job Class Description" to "Position Description" throughout text, starting in Section 3.5. Changed "Component" to "Component University" throughout text. Changed responsible party from Vice Chancellor for Administration and Finance to Assistant Vice Chancellor for Human Resources. Changed review period from even numbered years on or before December 31 st to every two years on or before December 31 st . Added Vice Chancellor for Administration and Finance to approval process in Section 8.
3	05/31/2006	Applied revised SAM template to meet current documentation standards. Changed review period from every two years on or before December 31 st to every three years on or before December 31

Revision Number	Approval Date	Description of Changes
4	12/01/2010	Changed “Head” to “Chief Human Resources Officer” in Section 3.2, Section 4.1, and Section 6. Changed responsible party from Assistant Vice Chancellor for Human Resources to Associate Vice Chancellor for Finance. Changed review period from every three years on or before December 31 st to every five years on or before September 1 st . Removed Section 9, Indexing Terms
5	05/13/2016	Added new SAM Revision Log. Revised Section 2.4 GENDA/Title IX statement per the U. S. Department of Education’s Office of Civil Rights’ requirements. Changed responsible party from Associate Vice Chancellor for Finance to Associate Vice Chancellor for Human Resources. No additional changes were made by the Subject Matter Experts (SMEs)