


CAMPUS POLICY  UNIVERSITY OF COLORADO at COLORADO SPRINGS	POLICY NUMBER: 300-003	PAGE NUMBER: 1 of 4
	CHAPTER: 300 Human Resources	
	SUBJECT: Change in duties for Classified Personnel	
	EFFECTIVE DATE: January 18, 2007	
OPR: Human Resources VC: VCAF	SUPERSESSION: January 1, 2005, February 1, 2000, October 15, 1999 APPROVED: Approved by Pamela Shockley-Zalabak, Chancellor, on January 18, 2007	

I. POLICY:

- A. This policy addresses the issue of making permanent changes in the job duties for classified employees. It creates a mechanism for administrative approval of the change before the action is taken by the direct supervisor of the unit.

II. AUTHORITY FOR CAMPUS POLICIES:

- A. Laws of the Regents, 1990, Article 3 Section B.8
- B. Fiscal obligations incurred

III. PURPOSE:

The purpose of this policy is to provide guidance to appointing authorities and supervisors of classified employees who have need to change the assigned duties, or assign additional duties to classified staff positions.

IV. DEFINITIONS:

- A. Identification of Covered Employees:

This procedure covers all classified staff at the University of Colorado at Colorado Springs (UCCS) who are members of the Colorado State Personnel System, who have achieved probationary or certified status in the State Personnel System

V. PROCEDURE:

- A. In order to ensure the orderly assignment of duties to members of the classified staff, these procedures shall be followed by the unit supervisor before the assignment is made. This policy requires:
- 1). The unit supervisor will determine the need for additional duties.
 - 2.) The supervisor will prepare a Personnel Action Form (PAF) requesting the employee be upgraded. Under the comments section of this form, the supervisor shall provide the following:

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- a.) One to two sentences describing the need for the assignment of additional or new duties.
 - b.) A statement that details the source of funds up to a 12.5% salary increase for the position and associated benefits should a reclassification occur.
 - c.) The PAF is to be signed by the supervisor (under Requester), department head/appointing authority (under Department Approver), the Budget Office, Contract and Grants Office if the position has any grant funding, and the appropriate Vice Chancellor.
- 3.) No increase in duties may be assigned to a classified position until the PAF has been through the process and all approvals obtained.
 - 4.) No increases in duties in the Position Description Questionnaire for a position shall be approved until the PAF has been through the process and all approvals obtained.
 - 5.) The Vice Chancellor will approve or deny the additional duties based on the information received from the appointing authority. This approval should be within one week of receipt of the request.
 - 6.) Salary increases must be in compliance with Campus Policy 300-001 Classified Staff Compensation Policy.
- B. Upon assignment of the additional duties, the supervisor and the employee will update the Position Description Questionnaire and submit to the Human Resources Office, along with the signed PAF, for a classification evaluation.
 - C. If the position is changed to a different level, the Human Resources Office will create an analysis of the base compensation change and a temporary change for the current year. This analysis will be sent by e-mail to the supervisor and the appointing authority. The appointing authority must respond by e-mail to the Human Resources Office within ten days indicating receipt of the information and whether the department wishes to continue with the reclassification. If the reclassification is not approved by the appointing authority, the process stops and the duties are removed from the position. If the reclassification is approved the position is changed and the regular process for posting the position and hiring is used.
 - D. This policy does not preclude any position review and classification that is to be performed by the Human Resources Office. In no event will any department provide additional remuneration for a position based only on the "Assignment of Additional Duties for a Classified Position" statement listed on the PAF. The Human Resources Office must first receive a new Position Description

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Questionnaire and evaluate it as requiring a position reclassification before additional remuneration can be authorized.

VI. RESPONSIBILITY: The Human Resources Department is responsible for implementing the provisions of this policy.

VII. HISTORY:

Revised February 1, 2000

Revised January 2005

January 2007 changes include removal of secondary approval processes and elimination of the Chancellor's approval for all reclassifications.

VI. ATTACHMENTS:

Process flow chart follows

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