ESTABLISHING ADMINISTRATIVE/PROFESSIONAL POSITIONS B015

01/01/2007

PURPOSE

To provide guidelines for establishing new Administrative/Professional (A/P) positions.

POLICY

Each proposed A/P position is submitted to the appropriate human resources office that will review requests and determine the proper Department of Labor classification (exempt or non-exempt) and ensure compliance with the A/P Salary Plan.

PROCEDURE

To establish a new A/P position, the following procedure applies:

1. When the need for a new A/P position is identified, the initiator follows the Position Requisition Process.

2. Human Resources determines whether the description meets the requirements for an exempt position, position title, classification and salary range.

3. Human Resources will notify the initiator when the position request is approved and the recruitment process may begin pending any other required budgetary or other authorizations that may be required by the University (see Recruitment, Selection and Placement Policy B030).

4. Positions evaluated as non-exempt cannot be resubmitted for an evaluation as exempt without the prior approval of Human Resources.