

Effective: December 11, 2007

Administrative Policy
SALARIES ASSOCIATED with PROMOTIONS and RECLASSIFICATIONS for
MANAGEMENT EMPLOYEES

Approved: December 11, 2007
President's Executive Cabinet

The purpose of this policy describes salary increases to be used for managers at Millersville University whose duties and responsibilities change. This directive applies to all University employees covered by the PASSHE Management Performance and Reward Program. It will provide a consistent process for determining salary increases for management employees who are promoted or whose positions are reclassified. This policy is consistent with PASSHE Management Performance and Reward Program guidelines for salary levels of employees promoted or reclassified because of a change in responsibilities.

Responsibilities for Management Employee

If a management employee feels that his/her position has been assigned new duties and responsibilities of significantly increased complexity, the employee should complete a new Position Description Questionnaire and submit the questionnaire to the immediate supervisor for consideration.

Responsibilities for Employee's Supervisor

The supervisor must review the revised Position Description Questionnaire and sign the document verifying the accuracy of the information provided and add any appropriate comments. Next, the supervisor must obtain approval from the appropriate Cabinet member in order for the review to be conducted by the Office of Human Resources. Any major restructuring of a position cannot take place until a review by the Office of Human Resources and approval in advance by the appropriate Cabinet member.

When all necessary approvals have been obtained, the completed Position Description Questionnaire should be submitted to the Office of Human Resources.

Responsibility of the Office of Human Resources

Upon receipt, the Office of Human Resources will review the revised Position Description Questionnaire. During the Position Description Questionnaire review, the Office of Human Resources will contact the manager and/or the manager's immediate supervisor if clarification or additional information is necessary. If necessary, the Office of Human Resources will perform an audit of the employee duties and responsibilities.

Once the review is completed by the Office of Human Resources, the Associate Vice President for Human Resources will share the findings with the supervisor and/or appropriate Cabinet member within 45 working days from the date of request.

Should the classification review indicate that a reclassification to a higher level position is warranted, the Associate Vice President for Human Resources will prepare and forward a written recommendation for final approval by the President. Once completed, the Office of Human Resources will notify the manager, the manager's immediate supervisor, Cabinet member and other pertinent parties of the final determination.

Should the classification review indicate that a reclassification to a higher level position is not warranted, the Associate Vice President for Human Resources will prepare and forward a written response, which includes the rationale for the decision, to the manager and/or appropriate vice president. The written response will include the procedure for further review by the University Management Classification Committee should the manager and/or appropriate vice president not concur with the decision.

University Management Classification Committee

If the manager and/or appropriate vice president do not concur with the decision, they must respond within 15 calendar days of receipt. The Associate Vice President for Human Resources will convene the University Management Classification Committee to review the evaluation decision.

Once the Management Classification Committee had made a determination on the reclassification, the chair will prepare and forward a written recommendation for final approval to the Associate Vice President for Human Resources, the supervisor and the appropriate vice president.

The Associate Vice President for Human Resources will submit both the analysis and rationale for the decision as well as the Management Classification Committee's report to the President for a final decision.