



Human Resource Services POLICY RESOURCES

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| Applies to: | Marshall University |
| Title: | Timeline for Classification Reviews |
| Number: | MU-HR-32 |
| Effective Date: | 11/02/00 |
| Last Revision Date: | 05/01/06 |

Human Resource Services (see policy and procedure on Human Resources Support) is responsible for the conduct of classification reviews for Classified Staff positions at Marshall University (hereinafter the University) under the job classification system governed by W.V. Higher Education Policy Commission Series 8. Human Resource Services will report in writing to the responsible director or vice president the results of classification reviews within 30 working days from the date that a properly-completed, properly-signed Position Information Questionnaire (PIQ) is submitted to Human Resource Services. In the event that a PIQ must be returned to a client for correction, etc., the timeline for completion of the review of that PIQ will not start until the corrected PIQ is received in Human Resource Services.

Various exceptions to this timeline requirement may occur. A known exception would exist in any circumstance where a PIQ is sent to the systems' Job Evaluation Committee (JEC) for review. The University cannot control the timeframe within which the JEC responds to the institution. Another known exception would be in any circumstance where multiple jobs are being evaluated in one office. The timeline requirement becomes effective when the last of the group's PIQs are submitted to Human Resource Services.

Series 8 presently says in part, "Within thirty (30) days from the date of request for review of a job, the department of human resources shall report to the requestor, in writing, whether the reclassification has been denied or approved." If any future policy revision should change this timeframe, this procedure will be revised accordingly.

A position may not be reviewed for classification purposes more frequently than once in a 12-month period without advance approval of Human Resource Services. Such advance approval is based upon a written request from the employing department setting forth the reasons for classification review sooner than 12 months since the last review. PIQ's submitted to Human Resource Services for the same position more frequently than this time standard and for which advance approval for review has not been provided will be returned without action to the requesting department.

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