



Human Resource Services POLICY RESOURCES

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Applies to:	Marshall University
Title:	Timeline for Completion and Processing of PIQ
Number:	MU-HR-40
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The Position Information Questionnaire (PIQ) is used to evaluate a classified position for determination of title and pay grade. When a classified employee (or Human Resource Services acting in behalf of the employee) has submitted to his/her supervisor a properly completed and signed PIQ, then the supervisor shall review it, shall make any annotations to it that he/she deems necessary, sign it, submit it to the second-level supervisor who shall also make any annotations to it that he/she deems necessary, sign it, and submit it to Human Resource Services within thirty (30) working days of the date on which the employee (or Human Resource Services acting in behalf of the employee) submits to his/her supervisor the completed PIQ signed by him/her.

Some departments may require an additional signature level above the second-level supervisor prior to the submission of the PIQ to Human Resource Services. The employee whose position is the subject of the PIQ and his/her supervisor are responsible for requesting this additional level of signature as necessary. Any signatures external to Human Resource Services must all be affixed to the PIQ within the 30 working day limit discussed above.

The Director, Human Resource Services is responsible for periodically disseminating information about this policy to the institutional community and shall assist any classified employee who states that his/her PIQ is late or at risk of being late in being submitted to Human Resource Services in order to cause the PIQ to be reviewed, signed and submitted.

An employee completing and signing a PIQ may submit his/her PIQ to the employing department in one of the following two ways:

OPTION A:

Employee submits his/her PIQ to supervisor/employing department with no assistance from Human Resource Services. This includes situations where the subject employee and his/her supervisor have collaborated in the writing of the PIQ.

Under Option A, Human Resource Services will not ordinarily have any knowledge of the date on which the employee submitted his/her PIQ to the employing department.

OPTION B:

(1) Employee submits to Human Resource Services a properly completed PIQ including as a minimum his/her signature and the date signed in section XVI, *Employee General Comments*, on the last page of the PIQ. The employee shall securely attach to the front of the PIQ a copy of Human Resource Services form HR-SERV-FORM-69, Position Information Questionnaire (PIQ) Routing Sheet.

(2) If the PIQ contains only the signature of the employee, then the employee is responsible for informing Human Resource Services of the name, title, and address of the individual who serves as supervisor. If at time of submission to Human Resource Services, the PIQ contains the signatures of the employees

and the supervisor, then the employee is responsible for informing Human Resource Services of the name, title, and address of the individual who serves as second-level supervisor.

Both the PIQ form and the PIQ Routing Sheet mentioned above are available for download from the Human Resource Services website at:

<http://www.marshall.edu/human-resources/forms/>

(3) The purpose of the PIQ Routing Sheet is (1) to establish a date through use of the Human Resource Services date/time stamp that determines the starting date for PIQ processing; (2) to inform reviewing supervisors of the policy requirements for the timeline for completion of the PIQ and submission to Human Resource Services; and (3) to establish a record of the date on which the various levels of supervision have reviewed, made annotations to, and/or signed and dated the PIQ form. The signatures and dates requested in the PIQ Routing Sheet do not substitute for the signatures and dates required on the last page of the PIQ in sections *XVII* and *XVIII*. The supervisor and second-level supervisor are asked to sign both the PIQ Routing Sheet and the PIQ itself in sections *XVII* and *XVIII*. Note that the second-level supervisor signs the PIQ itself at section *XVIII*, *Management Comment Section*.

(4) Upon receipt of the PIQ Routing Sheet and the PIQ, Human Resource Services will affix its date/time stamp at the proper place on the PIQ Routing Sheet. Human Resource Services will make and preserve a copy of the PIQ Routing Sheet. A copy of the PIQ itself will not be made by Human Resource Services. It is the responsibility of the employer and/or the supervisor to make and preserve a copy of the PIQ in the employing department.

(5) Human Resource Services will transmit the PIQ Routing Sheet and the PIQ under sealed cover to the employing department to the attention of the next-level supervisor as identified in paragraph (2) above. For PIQs submitted in this fashion by 3:30 p.m. weekdays, Human Resource Services will place the PIQ in campus mail or leave it for U.S. Mail before close of business that day. If submitted after 3:30 p.m. the PIQ will be placed in campus mail or left for U.S. Mail on the next working day.

(6) While Human Resource Services will preserve the date on which the PIQ Routing Sheet and PIQ were sent to the employing department, it will not on its own and automatically take action with respect to ensuring that the Routing Sheet and PIQ are returned to Human Resource Services within the allotted time. The employee, if concerned about the timely processing of the PIQ in the employing department, may contact Human Resource Services whose Director will at the request of the employee (1) contact the responsible administrator of the employing department; (2) provide him/her with a copy of this procedure, (3) determine the status of the PIQ; (4) request its immediate submission; and (5) establish a deadline by which the PIQ must be submitted by the employing department.

(7) In a situation in which Human Resource Services receives a PIQ completed and signed only by the employee but without a clear request for assistance from Human Resource Services under OPTION B, Human Resource Services will treat the PIQ as having been submitted in an incomplete state, and the PIQ will be returned under sealed cover to the subject employee with a request to have the PIQ properly completed and signed by all necessary parties.

The participation of Human Resource Services when assisting an employee under Option B does not constitute a qualitative evaluation of the PIQ other than to look in a cursory manner for its general state of completion and for the inclusion of the employee signature and does not create an assurance or guarantee that the PIQ is in fact properly completed or that the job evaluation to be performed on it later will lead to a recommendation for reclassification to any particular job title or pay grade.

The timeline for PIQ processing set forth in this policy does not apply to any situation in which the position does not have a current incumbent but rather the department is preparing and submitting a PIQ to have a vacant classified position evaluated.

The time frame allowed for Human Resource Services to report to the requester the results of job evaluation accomplished with the PIQ is 30 working days from the date of receipt by Human Resource Services of a properly completed and signed PIQ. This time frame is set forth in Higher Education Policy Commission Series 8, Personnel Administration, paragraph 10.1.

Nothing in this procedure shall be interpreted to require that the employee and the employing department complete and submit a PIQ within 30 days working days if the employee, the supervisor, and the next-level supervisor have all agreed to extend the timeline for completion of the PIQ. Such agreement to extend the timeline must be voluntary and must specifically include the approval of the subject employee. The parties should not indefinitely extend the timeline but must agree upon a reasonable deadline by which they feel the various elements of the PIQ can be completed. Any subject employee who feels that his/her agreement to extend the timeline for completion of the PIQ is being compelled by supervision should contact the Director, Human Resource Services, immediately.

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