



Human Resource Services POLICY RESOURCES

207 Old Main, One John Marshall Drive, Huntington, West Virginia 25755, Phone 304.696.6455
FAX 304.696.6844, E-mail human-resources@marshall.edu, Web <http://www.marshall.edu/human-resources/>

Applies to:	Marshall University
Title:	Position Information Questionnaire
Number:	MU-HR-41
Effective Date:	DRAFT
Last Revision Date:	

The following policy and procedure apply to situations where regular-status classified employees transfer and/or promote to new classified positions. The Position Information Questionnaire (PIQ) is the document used in job evaluation to set the classification title and pay grade appropriate for a classified position. The PIQ is linked to the position and not to the person. When a classified employee transfers or promotes to a position other than the one in which he/she was originally the incumbent, it is necessary to resolve certain issues related to the PIQ for the new position.

When an affected classified employee transfers or promotes to a new classified position, the human resource services provider will pull from the files the existing PIQ for the new position. The former cover sheet with the former incumbent's signature will be removed from the PIQ. A new cover sheet to allow for new signatures will be produced. The new cover sheet will be offered to the new incumbent of the position and his/her supervisor along with a copy of the existing PIQ.

If in the estimation of both the new incumbent and the supervisor the duties and responsibilities set forth in the PIQ are unchanged since the last PIQ was composed, the new incumbent and his/her supervisor will be asked to sign and date the new cover sheet and return it to the human resource services provider. The new incumbent and/or his/her supervisor may produce a copy of the PIQ for use by the classified employee's office.

If the new incumbent and his/her supervisor feel the PIQ of record for the new position is not current and up-to-date, they should refrain from signing the proposed new PIQ cover sheet but should rather contact the classification representative in the office of the human resource services provider. They will be advised by that office of the procedure to follow to develop and tender a revised PIQ.

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