NEW RIVER COMMUNITY & TECHNICAL COLLEGE

Policy No. D.800
Effective Date March 3, 2005

TITLE: Policy for Classification Review

RATIONALE: The purpose or function of this policy is to provide a methodology for Classification Review as set forth in Title 133, Procedural Rule Series 8, Personnel Administration.

POLICY STATEMENT

Classification involves the work to be performed and basic qualifications required for job performance and should not be confused with the personal qualifications and capabilities of an incumbent.

CLASSIFICATION REVIEW REQUESTS

The supervisor should recommend that a position be reviewed or created. He/she must prepare a complete and accurate Position Information Questionnaire (PIQ) of the duties and qualifications of the position, but the employee at the supervisor's request for a review may write the description. An employee also may initiate requests for position reviews after discussion with the immediate supervisor.

The responsibility for assigning tasks and duties to a position belong to the supervisor. He/she should document and submit the PIQ only when significant changes occur in the principal duties and responsibilities of a position.

The President, or the President's designee, may also initiate action to review positions. The President may delegate authority to the Director of Human Resources for day-to-day management of the classification program.

CLASSIFICATION REVIEW PROCESS

The PIQ must be submitted to the Human Resource Office by the supervisor of the position. The PIQ will be completely filled out with all appropriate signatures indicating agreement that the position should be reviewed. A job audit of the position may be requested by the employee, supervisor, or the Human Resource Director in order to ensure an accurate representation of the duties and responsibilities of the position. The Human Resource Director has 30 days from the date of request to report, in writing, whether the classification has been denied or approved.

APPEAL OF CLASSIFICATION REVIEW DECISIONS
All actions taken by the President, or the President's designee, are subject to audits and reviews by the Statewide Job Evaluation Committee (JEC). An employee, should he/she not agree with the findings of the Human Resource Director, can request that the JEC review the recommendation. Should the recommendation from the JEC not be favorable to the employee, then the employee can follow the WV State Grievance process.

RELATED POLICIES: HEPC's Title 133 Procedural Rule Series 8, Personnel Administration
NRCTC's BOG's Policy No. 25, Personnel Administration

RESPONSIBLE OFFICE: Human Resource Office

____________________________________  March 3, 2005
Approved by President                          Date