



The College at Brockport  
State University of New York

**Category: Position Management Policy for  
Classified and Professional Positions**

**Responsible Office: Human Resources**

**Policy Title: Position Management  
(How to create, refill and upgrade positions)**

**Effective Date: *Revised February 13, 2012***

## **Creating New or Refilling Vacant Professional or Classified Positions**

### **Professional**

Requests to create new or refill vacant professional positions must be routed through the divisional management structure, including review and approval by the appropriate Provost/Vice President, to the Office of Human Resources for evaluation and recommendations to the President's Cabinet.

The request package for new and vacant professional positions should include:

- Position Request form ([www.brockport.edu/hr/forms](http://www.brockport.edu/hr/forms))
- Job Description Form ([www.brockport.edu/hr/forms](http://www.brockport.edu/hr/forms))
- Organization chart of the department/division of the requestor with budget and local titles and salaries of all staff in the affected unit
- Memo of justification

**Once approved by President's Cabinet, contact the Office of Affirmative Action to begin the recruitment process.**

### **Classified**

Requests to create new or refill vacant classified positions must be routed through the divisional management structure, including review and approval by the appropriate Provost/Vice President, to the Office of Human Resources for evaluation and recommendations to the President's Cabinet.

The request package for new and vacant classified positions should include:

- Position Request form ([www.brockport.edu/hr/forms](http://www.brockport.edu/hr/forms))
- Job Description Form ([www.brockport.edu/hr/forms](http://www.brockport.edu/hr/forms))
- Organization chart of the department/division of the requestor with budget and local titles and salaries of all staff in the affected unit
- Memo of justification
- Staff Vacancy Announcement

**Once approved by President's Cabinet, contact the Classified Staffing Unit in the Office of Human Resources to begin the recruitment process.**

## **Promotion and/or Salary Increase for Professional Staff Employees**

Employees who believe they have experienced a permanent and significant increase in duties and responsibilities may request a promotion and/or salary increase. In order to be eligible for a promotion or salary increase, employees must have experienced a permanent increase in the scope and complexity of their positions, without a corresponding decrease in other areas of responsibility. The increased scope and complexity must be demonstrated in their performance programs. Requests must be submitted to the immediate supervisor or appropriate manager in the divisional management structure. Before submitting a request for promotion/salary increase, it is advisable to confer with the Office of Human Resources in order to ensure the accuracy of salary and other information.

### **Definitions**

**Promotion** - Constitutes a change in budget title with a higher salary level (SL) and a higher salary.

**Salary Increase**- Constitutes an increase in salary without a change in budget title.

### **Salary Determination Guidelines for Professional Positions**

The Memorandum of Understanding between the State University and the UUP entitled Systems of Evaluation and Promotion for Professional Employees defines the criteria for a promotion or salary increase.

Salary increase requests should include:

1. The salary request must be reviewed in relation to salaries of other employees in the work unit, i.e., are there any substantial inequities created by implementing the request. Salaries must be attached to the organization chart submitted with the request.
2. The salary request should be in alignment with other positions on campus that perform similar work.
3. The salary request cannot exceed the maximum of the proposed salary level (SL) range.
4. Promotions should contain a minimum salary increase of \$500 and a maximum increase of 10% of salary.

If necessary, please contact the Office of Human Resources for additional comparative information from such sources as the Rochester Business Alliance salary survey, CUPA salary survey and data from comparable SUNY comprehensive colleges.

### **The request package for promotion or salary increase should consist of the following:**

- Position Request form ([www.brockport.edu/hr/forms](http://www.brockport.edu/hr/forms))
- Job Description form ([www.brockport.edu/hr/forms](http://www.brockport.edu/hr/forms))
- Organization chart of the department/division of the requestor with budget and local titles and salaries of all staff in the affected unit
- Current and proposed Performance Programs
- Memo of justification which clearly identifies the changes in the performance program that justifies the promotion/upgrade
- Appointment/Change form ([www.brockport.edu/hr/forms](http://www.brockport.edu/hr/forms))

The package will be submitted by management staff, or directly by the employee and proceed up the divisional management structure to the appropriate Provost/Vice President. If approved by the Provost/Vice President, the request will be forwarded to the Office of Human Resources for review.

Requests will be reviewed on a monthly basis and recommendations will be submitted to the President's Cabinet for approval at the next scheduled meeting.

The employee will be notified by the Office of Human Resources regarding the Cabinet's decision. If the request is turned down at a level below the President's Cabinet, the employee shall be notified by his/her supervisor. The denied request may then be submitted by the employee to the UUP Review Panel for reconsideration. The Panel shall review the request against the criteria established in the Memorandum of Understanding in the UUP contract entitled Systems of Evaluation and Promotion for Professional employees.

If the Panel supports the request, the Panel will forward the recommendation to the President. The President's Cabinet, upon conferral with the Office of Human Resources, will consider the request and respond to the employee within 90 days.

If the panel determines that the request does not meet the criteria for promotion or salary increase, the panel shall notify the employee.

### **Reclassification of Classified Positions**

Jobs at the College that do not fall within the category of faculty or non-teaching professional are in the classified service. These positions are subject to the state merit system and many require placement on a civil service list which resulted from a formal examination.

The allocation of positions to specific job classifications (titles) is the job of the New York State Department of Civil Service, Division of Classification and Compensation. The Office of Human Resources works with the Division of Classification and Compensation to ensure that all College positions are properly classified.

When a classified employee experiences significant and permanent change in job duties, it may be necessary to reclassify the position, usually to a higher graded title

Before submitting a request for reclassification, it is advisable to confer with the Office of Human Resources to verify salary, determine whether the employee is reachable on the appropriate civil service list or is eligible for transfer, and to confirm other information. Employees who are not reachable or otherwise eligible for transfer will not be considered for appointment to the higher classification.

### **The reclassification request package for classified positions should consist of the following:**

- Position Request form ([www.brockport.edu/hr/forms](http://www.brockport.edu/hr/forms))
- Job Description Form ([www.brockport.edu/hr/forms](http://www.brockport.edu/hr/forms))
- Organizational chart of department/division of the requestor with budget and local titles and current salaries
- Current and proposed performance programs
- Memo of justification which clearly identifies the changes in the performance program that justifies the reclassification along with any reductions in responsibilities
- Appointment/change form ([www.brockport.edu/hr/forms](http://www.brockport.edu/hr/forms))
- Staff Vacancy Announcement

The package will be submitted by management staff through the divisional management structure to the appropriate Provost/Vice President. If approved by the Provost/Vice President, the package will be forwarded to the Office of Human Resources for review. Requests will be reviewed on a monthly basis and recommendations will be submitted to the President's Cabinet for approval at the next scheduled meeting.

The employee will be notified by the Office of Human Resources regarding the Cabinet's decision. If the request is denied at a level below the President's Cabinet, the employee's supervisor will notify the employee.

If approved by the President's Cabinet, the Office of Human Resources will forward the request to the Civil Service Commission for consideration and final approval.

**Leave Requests and Temporary Positions:**

Requests for temporary replacements to cover leaves and sudden resignations should be requested via **position request** form and **search waiver** form through the departmental management structure to the appropriate Provost/Vice President for approval. The Provost/Vice President shall forward the request to the Budget Office and The Office of Human Resources for approval.

Once approved the following documents are needed.

- Appointment/Change form ([www.brockport.edu/hr/forms](http://www.brockport.edu/hr/forms))
- Application form
- Resume
- Transcript (for professional positions)

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**Resources:**