



AP 7232 Classification Review

References:

ORS 652.210-652.235

ORS 659A.357

OAR 839-008

Purpose/Philosophy

Job functions change. New department needs arise or positions change over time. As a result, positions require periodic review at the time when departments are making decisions about job duties within their areas.

It is the intention of the college to maintain an equitable pay system, placing employees appropriately on the salary schedule.

The purpose of the Classification Committee is to make decisions regarding the banding of new or existing positions.

Guiding Principles

Our compensation program is founded on the following core principles:

Pay Equity: Clatsop Community College strives to ensure all employees are paid fairly and responsibly based on a variety of factors relating to their position. The law defines work of comparable character as "work that requires substantially similar knowledge, skill, effort, responsibility and working conditions in the performance of work, regardless of job description or job title."

The law permits employers to take various factors into account when evaluating pay disparities for work of comparable character, including education and experience, but it also states that no single factor is dispositive.

In accordance with Oregon Pay Equity and Clatsop Community College Policies and Procedures, all differences in compensation levels for work of comparable character must be attributable to one or more "bona fide" factors related to the position that are based on:

- A seniority system
- A merit system
- A system measuring earning by quantity or quality of production (i.e.: piece-rate work)
- Workplace location
- Travel, if necessary and regular for the employee
- Education
- Training



- Experience
- Any combination of these factors if the combination of factors accounts for the entire compensation differential

Compensable factors: are used to evaluate jobs and develop a job worth hierarchy to provide fairness and equity throughout. OR Pay Equity Compensable Factors:

- **Knowledge/Skill** – measured by factors such as the experience, ability, education, and training required to perform the job.
- **Effort** – the amount of physical or mental exertion needed to perform a job.
- **Responsibility** – the degree of accountability required to perform the job.
- **Working Conditions** – this encompasses two factors (1) physical surroundings like temperature, fumes, and ventilation; and (2) hazards.

Reclassifications: Reclassifications are the result of increased responsibility, not more of the same kind of work and not a reward for good performance. Reclassifications are not a substitute for creating and advertising new positions. If there is a need for the addition of a higher-level position in your area, then the new position needs to be made available for a wider recruitment.

Supervisors or employees may be asked for additional information during the review process.

Procedure

The following basic situations arise which may require reclassification of employees.

1. **Temporary increase in duties:** Occasionally, due to the temporary vacancy of a higher-level position, an employee is asked to perform duties outside of the regular band/group/ subgroup. Depending on the extent to which the individual in the temporary position is asked to perform a substantial portion of the duties of the position, the employee may be given an increase in pay for the duration of the assignment.
 - A. Duties must be assigned by the supervisor, rather than assumed by the employee. A temporary pay increase should last only as long as it takes to fill a vacant position or decide on a new office organization but shouldn't last longer than 12 months.
 - B. Temporary pay will be retroactive to the first day that the temporary classification is determined to be effective.
 - C. A temporary pay increase will be established by the Director of Human Resources (or interim appointment by the President) upon review of new duties and agreed upon by the employee. Differential pay may reflect a temporary re-banding or a mutually agreed upon salary increase for the duration of the vacancy.

- D. If a decision is made later to eliminate the temporary position, then through reorganization the individual filling the position on a temporary basis will return to his/her original position.
 - E. Approved requests will be funded through departmental budgets.
2. Gradual change of job functions: Over time, employees may be asked by their supervisors to perform more responsible duties.
- A. An employee must be in a position for at least one year before consideration for a permanent reclassification.
 - B. Requests for reclassification may be initiated by the supervisor or the employee but must have the approval of the supervisor before being forwarded to the Classification Committee for review. The President will approve the proposed changes and/or additions to the job description prior to review by the Classification Committee. Forms for reclassification requests will be available in the Office of Human Resources.
 - C. Requests will be analyzed using the Point Factor Method which uses defined factors and degrees of the job to determine how much value they add to a job role. These factors are divided into different sectors, such as skills, responsibilities, and required effort. These factors are then assigned a numerical weight. Finally, the overall factors or points for a specific job are added up and compared against other jobs to understand the value of the jobs. This method clarifies a job's internal value without considering market value. See Table 1.

Table 1: Point Factor Method Example

Category	Factor	Points
Skill 480 points/30%)		
	Knowledge (Education & Experience)	288
	Communication	192
Responsibility (640 points/40%)		
	Impact & Influence	192
	Work Independence	192
	Supervision	128
	Planning	128



Effort (240 points/15%)	
Mental	144
Physical	96
Working Conditions (240 points/15%)	
Hazards	240
Total Points	1600

- D. Reclassification requests will be considered each year. A new salary will be effective on the date the new job description becomes effective. Requests must be received by January 15 to be included in the budget for the next year.
- E. Decisions regarding reclassification requests will be made by the Classification Committee, chaired by the Director of Human Resources (or interim appointment by the President).

3. Departmental reorganization: A departmental reorganization may result in the need to reclassify an employee.
 - A. Approval of a department reorganization will be made by the College President.
 - B. The Classification Committee will band new position descriptions that result from department reorganizations.
 - C. The supervisor along with input from the employee or employees must show how job duties will be changed.
 - D. Requests will be considered throughout the year.
4. Classifying new positions or reclassifying vacant positions: The Classification Committee will classify all new positions. Supervisors who wish to reclassify a vacant position should submit the new proposed job description to the Classification Committee for appropriate banding of the position.

Committee Format

One confidential classified employee, three classified employees, and three service/supervisory employees will be appointed by each employee group represented. Committee members will serve three-year staggered terms, with one new member for each group appointed every year. Appointed confidential classified employees will serve a maximum of three years.

Joint Policies and Procedures Committee Approval Date: April 8, 2024
 Last Revised: April 8, 2024