



## PA State System of Higher Education Board of Governors

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**Effective:** July 19, 1983

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### ***Policy 1983-24-A: Decentralization of the Position Classification Process in the State System***

**See Also:**

**Adopted:** July 19, 1983

**Amended:** October 9, 1997 and July 12, 2018

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#### **A. Policy**

Upon application to and approval of the chancellor, State System universities shall perform position classification reviews locally.

#### **B. Program Standards and Maintenance Requirements Necessary for Local Autonomy**

1. Current and accurate position descriptions.
2. Current class specifications.
3. Classification Grievance Digest and Updates.
4. Current university organizational charts.
5. Written technical evaluations prepared and retained for specific positions reviewed.
6. Out-of-class assignments controlled, monitored, and reviewed.
7. Ongoing review system position accuracy certification (PAC).
8. Grievance and appeal documentation including the management of the local steps in the grievance process.
9. Compensation survey analysis, procedures, and recommendations.
10. A plan for correcting misallocated positions.

**C. Process for Gaining Decentralized Authority**

1. As of July 1, 1997, all universities had assumed local position classification autonomy. In the future, should conditions necessitate a request for reinstatement by a university that has lost such authority, the university's application shall be submitted by the president to the chancellor and shall include:
  - a. A description of the university's ability to accomplish program standards.
  - b. A description of the university's personnel office and/or functions, which includes:
    - (1) Organization.
    - (2) Staffing.
    - (3) Program statements for each staff member.
  - c. Number of non-instructional positions by class.
  - d. Other documentation deemed appropriate in supporting the application.
  - e. President's review and monitoring process.
2. The application shall be reviewed and evaluated by the Office of the Chancellor.
3. Letters of approval shall indicate requirements for continued decentralized authority. If disapproved, letters of disapproval shall cite areas of deficiency.

**CI. Contracted Position Classification Services**

In the event a university chooses to discontinue position classification decentralized authority or if it does not continue to meet the criteria for decentralization, the services, including classification and training, shall then be managed and/or contracted through the Office of the Chancellor. (The Office of the Chancellor, State System universities, or other state agencies could provide the technical assistance.)

**CII. Maintenance of the Position Classification System**

1. Proposed revisions to classes and/or additions/deletions to the classification structure may be initiated at the university level, but require consultation with Office of the Chancellor staff. The outcome shall be submitted by the president to the chancellor for final consideration and forwarded, if required, to the relevant approving authority (Board of Governors, or Office of Administration/Executive Branch).
2. The Office of the Chancellor shall manage a system of communicating classification standards to the State System universities.