

MINNESOTA STATE COLLEGES AND UNIVERSITIES
ADMINISTRATIVE PROCEDURE FOR SALARY RANGE ASSIGNMENTS
OF MSUAASF POSITIONS

Purpose

The purpose of this administrative procedure is to document the process used to assign new MSUAASF positions to a salary range and to review and, where appropriate, change the salary range assignment of existing positions when substantive changes in duties and responsibilities occur.

General provisions

Documents used in this process include the Position Description, Position Analysis Questionnaire (PAQ), organization chart and the MSUAASF Position Allocation Matrix, including the Glossary of Terms, Underlying Assumptions, and the Evaluation Form.

Documentation of the duties and responsibilities of the position in question is the responsibility of the employee and/or supervisor. This documentation includes a current Position Description, a Position Analysis Questionnaire, a cover memorandum explaining why the position should be evaluated and an organization chart that includes all positions in the organizational unit and shows reporting relationships. Organizational charts must show individual positions, not functions. A review of a position will not take place until all documentation has been received by the campus Human Resources Office.

A Campus Evaluation Committee (CEC) shall be established at each state university. The CEC is comprised of the campus Human Resources Director or designee, a MSUAASF campus representative, and a Vice President or designee, who must be a MnSCU Administrator. The direct supervisor over the position being evaluated shall not serve on the CEC for that position. All CEC members must have received training in the use of the Position Allocation Matrix prior to serving on the CEC. The function of the CEC is to review requests for new salary range assignments or re-evaluations of existing assignments and to make recommendations to the Office of the Chancellor.

A System Evaluation Committee (SEC) shall be established. The SEC is comprised of the Associate Vice Chancellor for Personnel or designee, a campus Human Resources Director or designee, a MnSCU Administrator from a campus and two (2) MSUAASF representatives. The direct supervisor over the position being evaluated shall not serve on the SEC for that position. All SEC members must have received training in the use of the Position Allocation Matrix prior to serving on the SEC. For purposes of continuity and consistency, the MSUAASF appointments to the SEC should be staggered. The function of the SEC is to review appeals of salary range assignment decisions made by the CEC and/or the Office of the Chancellor. The SEC is not limited in its deliberation to the content of the appeal, but may consider all relevant information available to determine the appropriate range assignment of the position. The decisions of the SEC are final and not subject to the grievance procedure contained in the collective bargaining agreement.

If a request for review of a salary range assignment results in a change to a higher salary range, the results shall be implemented effective the date the fully documented request was received by the Campus Human Resources Office.

Position Evaluation Process

Actions:	Responsible Party:
Complete and sign the position description and position analysis questionnaire. Create or obtain a current and complete organization chart. For filled positions, write a cover memo explaining the rationale for the request, and explaining the substantive changes in duties and responsibilities that warrant review of an existing salary range assignment. Submit the documents to the Campus Human Resources Office.	Employee/Supervisor
Review documentation for completeness. If complete, log the audit request and submit audit packet to appropriate Vice President for approval. Notify employee/supervisor of approval or denial. If approved, convene a meeting of the CEC.	Campus Human Resources Office
Provide the employee/supervisor an opportunity to make a presentation to the CEC before the committee reviews and evaluates the position. Use the Position Allocation Matrix and supporting documents to formulate a committee recommendation on the appropriate salary range assignment. Complete the evaluation form to document fully the rationale for the recommendation.	Campus Evaluation Committee
Where the CEC recommends the initial salary range assignment for a new position, or a revised salary range assignment for an existing position, forward the completed evaluation form, position description, position analysis questionnaire, organization chart and job audit cover sheet to the assigned MnSCU Staffing Representative. For existing positions, if the CEC decision is that the position should remain in the current salary range, notify the employee/supervisor of the CEC decision and forward a copy of the evaluation form to the assigned MnSCU Staffing Representative for informational purposes only.	Campus Human Resources Office
Review the documentation and the CEC recommendation and determine consistency and appropriate range assignment. If the CEC recommendation is not accepted, provide rationale for the determination. Notify the campus Human Resources Office of the range assignment.	MnSCU Staffing Representative in Office of the Chancellor
Notify the employee, supervisor and CEC members of the determination made by the MnSCU Staffing Representative.	Campus Human Resources Office

When the employee/supervisor is notified of a CEC decision that the position should remain in the current salary range or the MnSCU Staffing Representative's salary range determination, the employee/supervisor may appeal the result to the SEC.

Appeal Process

Actions:	Responsible Party:
Write appeal, providing the rationale for the appeal and additional information not contained in the original request for review, including comparisons to other MSUAASF positions. Submit written appeal to the Associate Vice Chancellor for Personnel or their designee, with a copy to the campus Human Resources Office, within 30 calendar days of the date of the Campus Human Resources Office provides written notice to the employee and supervisor of the MnSCU Staffing Representative's salary range notification. If no written appeal is timely filed, then the salary range determination of the MnSCU staffing representative will be final. Upon approval in advance by the Associate Vice Chancellor for Personnel or their designee this deadline may be extended. All appeal information must be received by the MnSCU Staffing Representative three weeks before the next scheduled SEC meeting. Written correspondence as provided in this provision may be by e-mail.	Employee/supervisor
Convene regularly scheduled meetings of the SEC as needed.	Associate Vice Chancellor for Personnel or designee.
Provide the employee/supervisor with an opportunity to make a presentation to the committee before the committee reviews the appeal documentation. Evaluate the position using the Position Allocation Matrix and supporting documents. The SEC is not limited in its deliberation to the content of the appeal, but may consider all relevant information available to determine the appropriate range assignment of the position. The SEC's decision is final and not subject to the grievance procedure in the collective bargaining agreement.	System Evaluation Committee
Notify the campus Human Resources Office of the SEC's decision.	Associate Vice Chancellor for Personnel or designee
Notify the employee and supervisor of the SEC's decision.	Campus Human Resources Office