



## New and Changed Positions

201.34

**Applies to:** Regular Staff with the exception of those represented by a bargaining unit

### I. Policy

The University may establish or change positions.

### II. Definitions

- A. A “position” is a group of duties, responsibilities and working conditions requiring the service of one person for the hours per week specified.
- B. A “market referenced” position is one that is mapped to a market title based upon 60% or more of the primary duties aligning with the market description.
- C. The “mapping” of a position is the assignment of a position to a market title.

### III. Regulations

- A. New positions are mapped and existing positions re-mapped at the request of the department.
- B. Employees may initiate a review of their position's market title by contacting the appropriate department Human Resources Office or University Human Resources.
- C. Positions may be established or changed only after the following conditions have been met:
  - 1. Approval by the appropriate department budget authority; and
  - 2. Approval of the classification by the appropriate Human Resources Office.
- D. Applicants for employment may not be hired or processed before a position is established or classified.

#### Notes:

Changes made on 6/16/2016 update terminology used in the Career Family Classification System

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Attachment	Size
<a href="#">Printable PDF of 201x34-0 New and Changed Positions.pdf</a>	21.35 KB

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