

Understanding Job Classification and Reclassification at HMS

DEFINITIONS

Classification refers to the grade assigned to a position. Positions are graded based on how they fit into the established University-wide classification system. This determination is based on a review of the position's duties and responsibilities, and takes into consideration the scope and complexity of these responsibilities within the position's unit or department. Classification most often occurs upon the creation of the position. In addition to grade designation, positions are also evaluated to determine whether they are exempt or nonexempt from the overtime provisions of the Fair Labor Standards Act (FLSA). If a position is non-exempt, Harvard is required to pay overtime at time and one-half the regular hourly rate for hours worked over 40 hours per week. Exempt positions generally involve much independent work, judgment and decision making. Positions at grade 55 and above are reviewed to determine FLSA status. Classifications are reviewed weekly by the HMS Classification committee for all new or replacement positions with substantive changes, grade 54 and above. The committee is comprised of recruiters, sr. human resource consultants, human resource coordinators and compensation staff members.

Reclassification is a change in grade of an existing or previously classified position. When there has been substantive, measurable change in job content and degree of responsibility or a restructuring of roles within a department, positions should be reviewed to ensure they reflect the appropriate grade. It is natural that over time staff members will have increased knowledge and skills, take on more responsibility and be able to work more independently. Such growth within a position may or may not warrant a reclassification. As a general rule of thumb, an increased work load does not justify a change in classification if the level of work is the same. A change in classification is based on a substantive change in level of accountability and responsibility.

THE PROCESS FOR RECLASSIFICATIONS

The Participants and Their Roles

The process followed in initiating a reclassification will involve a number of different people. A staff member can start the process with a request, or the supervisor or department administrator may initiate a request on behalf of the staff member. However the process begins, certain steps need to be followed to provide the necessary documentation for thorough evaluation of the position. The process is described in detail below:

Staff Member- The staff member's primary role is to provide detailed accurate information regarding his/her current duties and responsibilities by completing the applicable sections of the HMS Human Resources Reclassification Request form. In

addition, the staff member should have discussions with his/her supervisor, department administrator, and/or department chair/director regarding the current role of the position within the department or unit and how that position has evolved.

Supervisor - The supervisor's primary role is to work with the staff member on the development of the job description and other necessary information included in the HMS Human Resources Reclassification Request Form. The supervisor should review the staff member's evaluation of his/her job and make a determination of the accuracy of the evaluation. Information regarding whether or not he/she supports the request is welcome but not required.

Director/Administrator - The role of the administrator or director is to provide guidance to the staff member and supervisor on the reclassification process and the completion of the necessary paperwork. The administrator/director also prepares materials that are included with the request. These include an organizational chart, old job descriptions, a comparison of the job with others in the department/unit, and provides a context for understanding the job within the larger organizational structure.

HMS Human Resources Consultant - The HR consultant has an in-depth knowledge of the classification structure, the reclassification issues and pertinent laws and regulations. In addition, the HR consultant has access to HMS and University-wide grade and job family data which helps in understanding HMS and University-wide grade and salary equity. The role of the HR consultant is to provide guidance on the process, rules and regulations to the department administrator or director. The HR consultant is also available to assist the staff member and supervisor, upon request.

HMS & HLC Reclassification Committees – Reclassification requests will be reviewed and presented to the HMS Reclassification Committee (for non-exempt job reviews) or to the Harvard Longwood Reclassification Committee (for exempt job reviews). The Reclassification Committees are comprised of recruiters, sr. human resource consultants, human resource coordinators and compensation staff members within HMS and HLC Human Resources. The role of the committee is to provide consistency in reclassification decisions throughout HMS and HLC. Using a global view of HMS, HLC and the University, the committee ensures that each position is reviewed with consistent criteria and is fairly evaluated based on those criteria alone.

THE DECISION

Once the Reclassification Committee has reviewed the position, the HR consultant will report back to the department administrator/director regarding the decision and any recommended and approved changes. The administrator or director will then communicate this to the staff member or supervisor and will be responsible for ensuring that the necessary paperwork be completed to make the changes. If a reclassification request is denied, the HR consultant will notify the administrator/director, who will in turn

ensure that this is communicated to the staff member. Occasionally, a staff member may disagree with a decision made by the supervisor, administrator, director, or reclassification committee. In such cases, the staff member should voice his/her disagreement with the evaluation to his/her manager, administrator or HR consultant. If the staff member is still dissatisfied with the review, he or she may appeal the decision.

A **staff member included in the HUCTW bargaining unit** may request that the University Joint Reclassification Committee review and assist in resolving a case not settled at the local level. The request must have first followed the school's reclassification process. Note: any request for the use of the "specialist" designation for non-exempt positions, once approved by the HMS Reclassification Committee, may also need to have the review and approval of Labor Relations and/or the Joint Committee.

Exempt and Non-Bargaining Unit Over-time Exempt Staff may pursue an appeal through HMS Human Resources by having the Chief Human Resources Office review the request for a final decision.