

# SJSU Research Foundation Posting and Reclassification Review Policy

## Human Resources

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### 1.0 Purpose

This policy documents the San José State University Research Foundation's (Research Foundation) policy regarding position posting and reclassification actions.

### 2.0 Responsibility

This policy applies to all positions. The senior director of Human Resources or his or her designee is responsible for implementation, maintenance, and oversight of this policy.

### 3.0 Scope

This policy applies to all processes pertaining to the posting and reclassification of benefited positions, full time and part time.

### 4.0 Definitions

This table provides definitions for special terms, acronyms, and abbreviations used in this policy.

Term, Acronym, or Abbreviation	Description
Vietnam Era Veterans Era Readjustment Assistance Act (VEVRAA) of 1974, as amended by the Jobs for Veterans Act of 1992 and as implemented by Office of Federal Contract Compliance Programs (OFCCP) regulations at 41 CFR 300.	The federal law which requires covered federal government contractors and subcontractors to take affirmative action to employ and advance in employment specified categories of veterans protected by the Act and prohibits discrimination against such veterans. In addition, VEVRAA requires contractors and subcontractors to list all their employment openings (with a few exceptions for top executives and very short term jobs) with the local employment service office, where "covered" qualified veterans receive priority in referral to such openings from the employment service. <a href="https://www.dol.gov/ofccp/regs/compliance/vevraa.htm">https://www.dol.gov/ofccp/regs/compliance/vevraa.htm</a>
Benefited Position	Benefited positions are normally eligible to receive Research Foundation sponsored and subsidized benefits. Benefits include employer paid or subsidized health and ancillary insurance programs and retirement benefits, accrual of vacation hours, accumulation of sick leave hours, and holiday pay. Benefited employees can be either full-time or part-time employees.

Non-Benefited Position	Non-benefited positions receive only those benefits that are legally mandated, including workers compensation and state disability insurance. Non-benefited positions are not eligible to receive Research Foundation sponsored or subsidized benefits beyond those benefits specifically mandated by law.
Reclassification	The Research Foundation supports reclassification of eligible employees in support of its business operations. Reclassification is the shift of an employee from one job title or position to another position that has more responsible duties or that involves more skill. There is no addition of headcount.

## 5.0 Policy

The Research Foundation believes that filling positions with qualified candidates via postings and reclassifications contributes to the overall strategic success of the Research Foundation. Each employee, while employed, is hired, promoted, or reclassified to make significant contributions to the Research Foundation.

The Research Foundation is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

The Research Foundation is a federal contractor and, as such, is obligated to communicate and fill certain positions pursuant to the Vietnam Era Veterans Era Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 1992 and as implemented by Office of Federal Contract Compliance Programs (OFCCP) regulations at 41 CFR 300 (VEVRAA).

### 5.1 Postings

#### Benefited Positions

All benefited positions, full and part time, are posted in accordance with required federal and state responsibilities and guidelines. For more information regarding the hiring and posting procedures of benefited positions, please refer to Staffing Process Guide.

#### Non-Benefited Positions

Due to their temporary nature, non-benefited positions, including student assistant positions, are not generally posted. These positions can be posted at the request of the hiring manager.

### 5.2 Reclassifications

The Research Foundation encourages reclassification of eligible employees in support of its business operations. Reclassification is a shift of an employee from one job title or position to another, normally with a higher level of essential duties and responsibilities, or involving more skill, that occurred due to the dynamic nature of the work. However, a reclassification may also result in a lateral transfer of position. Reclassifications do not involve adding headcount.

A classification review may be requested either by a department’s functional manager or by the employee. In order for a position to receive consideration for reclassification, the following information must be provided by the employee and by the head of the functional department to Research Foundation Human Resources for consideration:

- Current job description
- List of significant and permanent changes in the employee’s assigned duties and responsibilities. Specifically, the document will describe proposed changes in:
  - Level of the position’s complexities;
  - Nature of contacts with others;
  - Organizational impact of the position;
  - Level of supervision received and/or exercised;
  - Knowledge, skills, and abilities required to successfully perform in the position.

A form has been developed to use for requesting a reclassification of position. The form can be accessed at <http://www.sjsu.edu/researchfoundation/formsdir/index.html>

Human Resources will follow up by discussing the proposed classification review with the department head, project director, and/or direct manager. For project positions, the Office of Sponsored Programs analyst will also need to review and approve for budget purposes only.

If a position reclassification is approved, all parties will be appropriately informed. An Appointment form with the employee’s new title will be generated. If a reclassification is not warranted, the functional manager and senior director will communicate directly with the employee to discuss.

## 6.0 Related Policy Information

*Equal Employment Opportunity Policy*

*Affirmative Action Policy*

## 7.0 Required Forms

This table contains a list of forms and special tools referenced in this document.

Form	Description of Use
Request to Recruit Form	The form that a hiring manager submits to start the process of filling a new or newly vacated regular, benefited position, full or part time. This form can be accessed using the following link: <a href="http://www.sjsu.edu/researchfoundation/formsdir/Request%20To%20Recruit%20Form.pdf">http://www.sjsu.edu/researchfoundation/formsdir/Request%20To%20Recruit%20Form.pdf</a>
Job Description Template	This form is used to capture an employee’s job duties. This form can be downloaded at: <a href="http://www.sjsu.edu/researchfoundation/formsdir/JobTemplate.pdf">http://www.sjsu.edu/researchfoundation/formsdir/JobTemplate.pdf</a>

Request for Classification Review	This form should be used to request a review of an employee's classification. This form can be downloaded at : <a href="http://www.sjsu.edu/researchfoundation/formsdir/index.html">http://www.sjsu.edu/researchfoundation/formsdir/index.html</a>
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## 8.0 References and Related Information

The Research Foundation's "Open Positions" page can be accessed at <http://www.sjsu.edu/researchfoundation/open/index.html>

## 9.0 Record Retention

All documents and records are maintained in accordance with SJSU Research Foundation *Record Retention* requirements.

Record	Retention
<i>Posting and Reclassification Review Policy</i>	This document is effective until further revised or updated. Outdated or revised documents will be maintained in accordance with Research Foundation Record Retention requirements. The Research Foundation will maintain the signed original and electronic copies of the approved policy and all updates and replacements.