

# Augusta University

## Policy Library

### Establishment of New Non-Academic Position Policy

**Policy Owner: University HR Services**

#### **POLICY STATEMENT**

To set forth a procedure for establishing new non-academic positions to support the mission, vision & values of Augusta University.

The position classification system in use at Augusta University provides the basis for nonacademic personnel compensation.

The system is designed to group positions with substantially similar duties and responsibilities, performed under similar working conditions, and requiring similar qualifications. Such groups are referred to as job classifications. Each job classification is identified by an official job title. Official job titles are used to distinguish one job classification from all others in the system. Use of working titles (titles used to identify positions more specifically and/or informally) is not restricted, provided the working title does not misrepresent the authority or function of the position, and provided the working title is not an official job title identifying a classification other than the one to which the position is assigned.

All new positions will be classified by the Human Resources Division before inclusion into the institutional budget, and prior to any recruiting actions.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni       Faculty       Graduate Students       Health Professional Students  
 Staff       Undergraduate Students       Vendors/Contractors       Visitors  
 Other:

#### **DEFINITIONS**

HR – Human Resources Division

PCF – Position Classification Form – This form is used to identify the positions duties and responsibilities, reporting relationships, minimum requirements for the position, as well as department name and department id where the position will be homed, the work commitment, etc.

#### **PROCESS & PROCEDURES**

Requesting Department

- The unit head completes a Position Classification Form (PCF) including the obtaining of approval signature of the respective cabinet member and submits to Human Resources Division, Compensation & Performance Management.

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**Office of Compliance and Enterprise Risk Management Use Only**

**Policy No.:** 521

**Policy Sponsor:** Type the title of the Executive Leader of the department.

**Originally Issued:** Not Set

**Last Revision:** 08/22/2016

**Last Review:** 06/13/2017

#### Compensation & Performance Management – Human Resources

- Human Resources staff will evaluate the request using standard evaluation procedures. If additional information is required, the Human Resources staff will contact appropriate personnel in the requesting department to obtain additional information or arrange for a meeting to discuss the position.
- Human Resources will determine the appropriate classification level and provide department with the classification approval which includes the established position number.

#### Requesting Department

- To begin recruitment to fill a new position, an Employment Request is required. For positions not requiring recruitment, an Employment Request is still required in order for the Budget, Planning & Analysis Office to establish funding for the position. Please refer to “Employment Procedures” policy for further instructions on the recruitment process.

#### **REFERENCES & SUPPORTING DOCUMENTS**

PCF – Position Classification Form - This form is used to request creation of new position or changes to an existing position.

<https://portal.gru.edu/portal/page/portal/forms/Administration/HR/ClassificationAndCompensation>

#### **RELATED POLICIES**

Intentionally left blank.

#### **APPROVED BY:**

President, Augusta University and CEO, AU Health System    Date: 06/13/2017