

HUMAN RESOURCES ADMINISTRATIVE MANUAL
CLASSIFICATION, COMPENSATION, AND PAYROLL: POSITION CLASSIFICATION



UNIVERSITY SYSTEM
OF GEORGIA

Position Classification

CITATION REFERENCE

| | |
|---------------------------|-----------------------------------|
| OFFICIAL TITLE | POLICY ON POSITION CLASSIFICATION |
| VOLUME | HUMAN RESOURCES |
| RESPONSIBLE OFFICE | USG HUMAN RESOURCES OFFICE |
| ORIGINALLY ISSUED | JULY 1, 1983 |
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Policy Statement

The University System of Georgia has established a position classification system to provide the basis for administering a human resources program in the University System. The classification system is based on job categories designed to group positions which have similar duties, have approximately the same levels of complexity and responsibility, require similar training and experience at the time of recruitment, may be compensated at the same general levels of pay, and ensure the University System member institutions meet federal reporting requirements. Campuses are authorized to establish positions within the USG System, to create campus specific job classifications where appropriate based on institutional size, scope and complexity, and to establish salary structures to which the specific job classifications can be linked to guide compensation at the campus level.

This policy ensures consistency among institutions of the University System in the assignment of appropriate position classifications, ensures consistency for meeting applicable reporting requirements, and also affords the appropriate level of flexibility needed at the institutional level.

Applicability

All units of the University System of Georgia are covered by this policy.

Who Should Read This Policy

All Human Resources staff within the University System of Georgia should be aware of this policy.

Definitions

These definitions apply to these terms as they are used in this policy:

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- **Position Classification:** A system that that establishes and maintains the overall job structure in an equitable and flexible manner, grouping positions which have similar duties, have approximately the same levels of complexity and responsibility, require similar training and experience at the time of recruitment, and which may be compensated at the same general levels of pay.
- **Wage and Salary Administration Program:** A program that co-exists with the position classification system to provide an equitable, competitive, and consistent basis for paying employees. A wage and salary administration program will include a salary structure that serves as a logical and ordered framework that combines internal job relationships developed through the job evaluation and classification process with the internal and external prevailing market conditions as reflected by market salary analysis, and provides guidance for determining pay when certain job actions occur, including but not limited to, hires, promotions, reclassifications, and demotions.

Process and Procedures

Position Classification System

A position classification system has been developed and adopted to provide the basis for administering a human resources program in the University System. The classification system was designed to group positions which have similar duties, have approximately the same levels of complexity and responsibility, require similar training and experience at the time of recruitment, and which may be compensated at the same general levels of pay.

The Vice Chancellor of Human Resources for the Board of Regents of the University System of Georgia shall maintain a list of official job categories with a general description of the types of positions that would normally be included in the category. The job categories are represented by a six (6) digit code with the first four (4) characters established at the System level. Campus Chief Human Resources Officers are authorized to create campus specific job categories using the 5th and 6th characters in accordance with the published instructions based on campus size, scope and complexity. Campuses are also authorized to establish market competitive pay structures for classified positions. The job categories have been established with a format intended to comply with the reporting requirements associated with the Integrated Post-Secondary Education Data System (IPEDS) and the Fair Labor Standards Act. Each campus is expected to implement the job category system, ensuring compliance with all applicable laws. Where institutions have positions, which cannot be accommodated by creating a campus specific job category, they shall prepare a request for a new job category for consideration by the Vice Chancellor for Human Resources for the Board of Regents of the University System of Georgia. The position classification system includes positions intended to be regular positions, which if half-time or greater, will be eligible for benefits, and temporary positions, which, regardless of work commitment, are not eligible for benefits.

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Students Working for the University System Office or an Institution (July 1, 1983)
Students enrolled at an institution within the University System of Georgia may be employed by the USG or one of its member institutions as a student employee subject to need and availability of funding. A student employee is a part-time employee who is currently enrolled in school at a USG institution with the primary goal of receiving a degree. A student employee is a temporary employee and is not eligible for benefits. Student employees are at-will employees and may be terminated at any time, without the right to appeal.

Students shall be employed only on an hourly basis with remuneration for such work to be computed by the hour unless otherwise classified by the appropriate human resources officer of the institution. Limited and specified individual classifications assigned to such student workers will be recorded in the Human Resources Office of the institution.

All such employment is stipulated to be subject to reevaluation without prior notice to such employee to include possible change of location and function. Moreover, employment and budgeting of students, is limited to a period of time coincident to the academic semester or any fraction thereof. (Formal cooperative work agreements extending for periods in excess of one academic semester may be initiated by an institution as an exception to the one-semester limitation on student employment.)

Re-employment of a student shall be initiated for the institution by the action of the appropriate personnel officer, or a designate, and only upon advance recommendation by the supervisor of the future work specified. Notice of re-employment for any succeeding semester, or fraction thereof, shall be provided to the employee prior to the initiation of work.

A regular, benefits eligible employee who elects to enroll or is enrolled at the time of hire in courses at their home institution or another institution within the University System of Georgia, whether full- or part-time, will be considered an employee first and the employment relationship shall govern the terms and conditions of the relationship.

Generally the position categories should be sufficient to accommodate any position classification at the institutional level. When a position category will not meet the institutional needs, a written request that includes a job description should be submitted to the Vice Chancellor for Human Resources for review and consideration.

For more information see – [USG FAQ for Position Classification](#)

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Responsible Parties and Contact Information

| Party | Responsibility | Phone/Email/URL |
|---|--|--|
| Vice Chancellor for Human Resources, USG | Maintain position classification system, provide guidance to institution human resources officers on effective utilization of system, monitor campus utilization of system for compliance, update the system as necessary, evaluate and respond to campus requests for updates. | 404-962-3235 usg-hr@usg.edu |
| Institution Chief Human Resources Officers | Ensure appropriate utilization of the USG position classification on their respective campuses, including creation of campus specific job categories where appropriate, maintain market competitive pay structures to ensure appropriate compensation for employees, ensure utilization of position categories in compliance with applicable laws. | See University System HR Officer Listing |

Appendices (Internal Documents, Forms and Web Links)

- [USG Classification](#)
- [USG Classification Archive](#)
- [masterBCAT](#)

Related Documents and Resources (External)

- None

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