

The University of Massachusetts  
and  
The Professional Staff Union MTA/NEA  
  
Professional Staff Salary Administration  
Program

July 1, 2008

## TABLE OF CONTENTS

	Page
I. OBJECTIVES	1
II. APPLICATION AND DESCRIPTION OF PROGRAM	
A. Position Descriptions	1
B. Position Evaluation	2
i. New Positions	3
ii. Re-evaluation of Existing Positions	3
iii. Position Classification Review	4
III. PROCEDURE FOR APPEAL OF POSITION EVALUATION	5
IV. GUIDELINES FOR DETERMINING INDIVIDUAL SALARIES	
A. Starting Salaries for New Employees	6
B. Advertising Salaries	7
C. Other Factors Affecting Starting Salaries	7
D. Promotional Increases	8
E. Lateral Transfers	8
F. Transfers to a Lower Position Level	8
G. Temporary Assignments; Acting Positions	9
H. Equity Increases and Appeals	10

---

### APPENDICES

Appendix 1	Position Description Worksheet
Appendix 2	Position Description Form
Appendix 3	Request for Position Classification Review Form
Appendix 4	Appeal of Position Level Form
Appendix 5	Request for Equity Review Form

**PROFESSIONAL STAFF SALARY ADMINISTRATION PROGRAM MANUAL  
JULY 1, 2008**

**PROFESSIONAL STAFF UNION/MTA/NEA  
(UMASS AMHERST AND BOSTON)**

**POLICIES AND PROCEDURES  
FOR BARGAINING UNIT POSITIONS**

The following policies apply to all professional staff members who are covered by the salary administration program on the Amherst and Boston campuses. Grant funded employees, with rare exceptions, are covered by the provisions of the Professional Staff Salary Administration Program. Employees who are primarily engaged in a particular field requiring unique and highly specialized skills and directly engaged in research activities, for which the major funding source is grants or contracts, will be exempted from the conditions of the professional staff salary administration program if such activities are of such a unique nature that recruitment and retention may be severely hampered by adherence to formal salary ranges. These policies provide definitive guidelines for determining appropriate compensation for each employee. (Faculty members and certain other classifications are excluded.) The University shall have the right to administer the Salary Administration Plan as outlined in the provisions of this Salary Administration handbook.

**I. OBJECTIVES**

- A. To attract, retain, motivate, and reward the highest caliber of personnel commensurate with our needs, goals, and financial resources.
- B. To provide for internal equity of salaries by:
  - 1. Reflecting the relationship between positions based on a combination of skill, effort, responsibility and working conditions.
  - 2. Maintaining consistency in the granting of increases where position level and performance are similar.
  - 3. Administering salaries in support of University affirmative action principles.
- C. To provide for external competitiveness by paying salaries that are equal to or more than average total compensation for comparable positions in the appropriate labor market.
- D. To provide specific practices to fairly and equitably compensate professional employees for work performed outside their official position description.

- E. To communicate salary policies and practices effectively to employees, in a manner that will allow them to understand their position level, salary and movement within the salary range for their present position.

## II. APPLICATION AND DESCRIPTION OF THE SALARY ADMINISTRATION PROGRAM

### A. Position Descriptions

Position descriptions provide an accurate and detailed description of the duties, responsibilities, skills, knowledge, and necessary experience associated with each position. They should, however, describe the duties in generic terms, but should not list every activity in which an employee engages.

A written description of each position is developed by the Department Head/Dean/Director, and revised regularly to ensure that it is current. All new or amended position descriptions must be approved by the appropriate Chancellor, Vice Chancellor or designee, hereinafter referred to as Administrative Officer, and the Manager of Total Compensation.

### B. Position Evaluation

All positions are analyzed and evaluated by the Division of Human Resources personnel in accordance with the Position Evaluation System. Each position is evaluated in terms of specific elements and the extent to which each element is present in the position. The elements considered in evaluating professional positions are:

- \* Basic Knowledge
- \* Experience
- \* Judgment and Initiative
- \* Independent Action
- \* Accountability
- \* Inter-relationships
- \* Manual Skills
- \* Environmental Conditions
- \* Physical Effort
- \* Occupational Risks
- \* Supervisory Responsibilities

Positions may be audited by a compensation analyst from the Division of Human Resources to obtain complete and current information and to ensure accurate evaluation.

Using the results of the analysis and evaluation, the Manager of Total Compensation or designee assigns a position level and communicates this to the Department Head and Administrative Officer together with the appropriate salary range.

The Department Head should discuss with the Administrative Officer implementation of position level changes and the effective date for any salary adjustments.

(i) Analysis and Evaluation of New Positions

When a new position for a department has been approved by the appropriate Administrative Officer, evaluation should be requested by submitting a completed position description to the Manager of Total Compensation prior to initiating the search process.

A principal investigator should not write or accept a grant, contract or other sponsored activity under the auspices of the University which does not provide for a minimum salary consistent with the Professional Staff Salary Administration Program.

(ii) Re-evaluation of Existing Positions

Periodic Review

Effective July 1, 2007, a bargaining unit member is entitled to request a periodic review once per position every three years; if the member is laterally transferred, promoted, or demoted during that time, the period begins anew. The review will be performed by Human Resources upon written request of the member.

Each position description is reviewed by the Department Head with the employee, to ensure that it is accurate and reflects the content of the position, the minimum qualifications and the working conditions. Use of the Position Description Worksheet is encouraged as part of the review process and, if used, should accompany the position description. If agreement is not reached on the position description, the employee must complete a Position Description Worksheet (Appendix #1) and submit it to the Manager of Total Compensation, together with the proposed position description, for analysis and evaluation. The results of this analysis and evaluation will be discussed with the Administrative Officer and subsequently communicated to the Department Head, whose responsibility it is to inform the employee of any change.

Salary increases, normally between 6%-10% for one grade level, 8%-12% for two grade levels, 10%-14% for three grade levels, granted as a result of a Periodic Review, will be made effective the first Sunday following receipt of the request by the Division of Human Resources.

If funds are not available in the current fiscal year budget, the funds required to implement any salary change will be included in the budget for the following fiscal year, with the same effective date. Grant-funded programs may be exempted only if it can be documented that sufficient funds are not available.

(iii) Position Classification Review

A non-periodic position re-evaluation will be considered only if significant changes in complexity of duties have taken place. It should be noted that changes in work volume, minor changes in work content, or changes in quality of employee performance will not result in a changed position level, and should not result in a request for a Position Classification review. A Request for Position Classification Review Form (Appendix #3) detailing the basis for such action should be forwarded by the Department Head/Dean or Director to the appropriate Administrative Officer for review. The form should then be signed and forwarded to the Manager of Total Compensation, with comments providing some insight into the extent of change and analogous situations existing within the executive area.

To facilitate the process and provide timely responses to Department Heads the following priorities are established by the Manager of Total Compensation:

- a. New or changed positions for which openings exist or changes due to major reorganizations are given first priority.
- b. Increased responsibilities: Positions for which the content has changed significantly and permanently, and there appear to be added responsibilities that could possibly change the position level, are given second priority.
- c. Content changes: Position descriptions in which the content has changed somewhat, and which have been submitted for informational purposes only, to ensure records are current.

Salary increases, normally between 6%-10% for one grade level, 8%-12% for two grade levels, 10%-14% for three grade levels, granted as a result of a Position Classification Review, will be made effective the first Sunday following receipt of the request by the Department of Human Resources.

If funds are not available in the current fiscal year budget, the funds required to implement any salary change will be included in the budget for the following fiscal year, with the same effective date. Grant-funded programs may be exempted only if it can be documented that sufficient funds are not available.

### III. APPEAL PROCEDURE

A staff member who wishes to appeal the results of a Periodic and/or Position Classification review should follow the procedure outlined below:

- A. Staff member completes Section I of Appeal of Position Level form (Appendix #4) and forwards, with position description to Department Head. The position description in place when the review is begun shall be the position description used for the purpose of the appeal procedure.
- B. Within 10 working days of receipt, Department Head, in conjunction with the Dean/Director, completes Section II and forwards, with organizational chart and comments, to Manager of Total Compensation, providing copies to the Administrative Officer.
- C. Within 20 working days of receipt, Division of Human Resources completes Section III of Appeal of Position Level form and returns it to Department Head with copies to staff member and Administrative Officer.
- D. If staff member wishes to appeal action taken in Step C above, within 10 working days of receipt he or she completes Section IV and submits it to his or her union representative. Only the Union may initiate appeals to the Board by sending written notice of an Appeal to the Manager of Total Compensation. Such notice shall specify the employee appealing and the grounds on which they appeal.
- E. Within 15 working days of receipt, the Manager of Total Compensation will schedule a hearing at which the appellant, Department Head/Dean/Director, and Manager of Total Compensation present their respective cases and answer any relevant questions of the Board.
- F. The Appeals Board is comprised of three representatives of Employer/University Administration, three representatives of the Union and one neutral voting Chairperson appointed by the Employer/University Administration and the Union. A neutral voting chairperson shall be chosen by the parties and shall be present to consider all appeals that come before the Board. The neutral Chairperson shall have demonstrated expertise in compensation (World at Work certification preferred) and

appropriate experience in dispute resolution. The cost of hiring a neutral voting chairperson shall be equally shared by both parties. A majority vote is necessary to approve an appeal.

- G. Within 15 working days after the hearing, the Board completes Section V of the form and notifies the staff member of its findings, with copies to the Department Head, Dean or Director, Manager of Total Compensation, and Administrative Officer.
- H. The Appeals Board's decision is final; any resultant change in position level will be implemented effective on the Sunday following the date the request for review was received by the Division of Human Resources.

If funds are not available in the current fiscal year budget, the funds required to implement any salary change will be included in the budget for the following fiscal year, with the same effective date. Grant funded programs may be exempted in rare situations, only if it can be documented that insufficient funds are available.

#### IV. GUIDELINES FOR DETERMINING INDIVIDUAL SALARIES

The following guidelines apply to all professional staff members who are covered by this salary administration program, regardless of their source of funds, i.e. state, trust or grant.

##### A. Starting Salaries for New Employees

1. Normally a new employee will be hired at a salary up to the first quartile of the range, based on application of the criteria listed in #2 below, and with the approval of the Dean/Director/Department Head.
2. Salary amounts shall be determined by:
  - a. the experience and education of the applicant in relation to the advertised job qualifications,
  - b. salaries being paid to current employees,
  - c. salaries paid in the appropriate labor market.
3. If the applicant is exceptionally well-qualified and is fully capable of immediate competent performance, the Dean/Director/Department Head may request to offer a salary between first quartile and midpoint of the range. Prior consultation must occur with the executive area Administrative Officer and the Manager of Total Compensation.
4. An applicant can only be offered a salary above the midpoint of the range if:
  - a.) the position has been appropriately advertised, and b.) market conditions

exist which require such an offer. Prior approval must be given by the Dean/Director/Department Head and appropriate Administrative Officer in consultation with the Manager of Total Compensation.

B. Advertising Salaries for Vacant Positions

1. Generally advertisements will state the hiring range from the minimum to the midpoint of the range, indicating that the normal starting salary will be up to the first quartile.

SAMPLE FORMAT: Hiring salary range: \$30,000 - \$50,000 (Normal starting salary: \$30,000 - \$40,000).

This method provides potential applicants a realistic perspective about probable salary. No offer above the maximum of the advertised range may be made.

2. It is possible to advertise a position at level 30 in Amherst and level 33 in Boston and above without stating salary figures. In lieu of salary information, the advertisement will read, “salary commensurate with skills and experience”. This method is generally reserved for positions in which it is known ahead of time that the salary offer will most probably need to be above mid-point of the range. Prior approval for using this method must be obtained from the appropriate Administrative Officer. An acceptable hiring range must be established by the Department Head/Dean/Director in consultation with the Manager of Total Compensation. This range must be determined prior to beginning the search and shall appear on the critical needs requisition. Approvals shall precede any salary offer made to applicants.

C. Other Factors and Situations

1. In those instances where living quarters are provided to the employee, (e.g. Residence Directors), it is considered that this represents an indirect compensation value which should be considered when the annual salary is established.
2. In rare instances, agreements are made ahead of time by the Dean/Director/Department Head, appropriate Administrative Officer and the Manager of Total Compensation to establish a single entering salary or a starting salary range that is different from the usual minimum to first quartile of the range, but within all other guidelines. In addition, when the University determines the salary range of a particular position or class of positions is not competitive in the appropriate labor market and insufficient to permit recruitment and retention of employees in those positions, Human Resources may associate the positions to salary ranges of a higher grade level. In these instances, the salary

should be advertised as agreed upon in order to provide applicants with correct information.

3. If the successful applicant for the posted vacancy is an on-campus faculty, staff or benefitted classified employee, the action shall generally be considered a promotion or lateral transfer depending on the levels of the posted position and the employee's present position. See guidelines below for promotional increases. If promotional guidelines are felt to be inappropriate to the situation, the Dean/Director/Department Head and appropriate Administrative Officer shall consult with the Manager of Total Compensation. A classified employee moving to a professional position shall receive an increase as per "Guidelines for Determining Individual Salaries" Section IV.A.(3) and (4).

D. Promotional Increases

Promotional increases awarded shall reflect:

- \* the extent of the change in duties and responsibilities,
  - \* the education and experience of the employee in relation to the position requirements,
  - \* the relative position of the employee's current salary within the new salary range, and
  - \* the interval since the last increase.
- 1 A professional employee whose current salary is below the minimum salary for the new position shall receive an increase at least to the minimum of the salary range, or between 6%-10% for one grade level, 8%-12% for two grade levels, 10%-14% for three grade levels, whichever is greater. A professional employee whose current salary is at or above the minimum salary for the new position shall receive an increase normally between 6%-10% for one grade level, 8%-12% for two grade levels, 10%-14% for three grade levels.

Any salary increase accompanying a promotion must be approved by the employee's Department Head, Dean or Director, if appropriate, and Vice Chancellor or designee, in consultation with the Manager of Total Compensation. These approvals shall precede any communication of the promotion and increase to the employee.

E. Lateral Transfers

If an employee moves from a job in one position level to another job in the same position level, a salary adjustment will generally not be made.

F. Transfers to a Lower Position Level or Demotion

Any salary reduction must be approved by the Dean/Director/Department Head and the appropriate Administrative Officer in consultation with the Manager of Total Compensation.

The extent of the salary reduction resulting from a transfer to a lower position level or a demotion shall reflect:

- \* the reason for the demotion,
  - \* the extent of the demotion,
  - \* the education and experience of the employee in relation to the new position, and
  - \* the relative position of the employee's salary in the new salary range.
1. If an employee applies for a position evaluated at a lower level than the one currently held, there will be no salary increase and the salary may not exceed the midpoint of the range, or the highest salary advertised, if the advertised salary is less than the midpoint of the range (See page 6 - C2).
  2. Generally, when redefinition of an existing position results in a lowered level, the incumbent's salary will be unaffected. However, the position will be identified for the lower classification and salary when it becomes vacant ("red-circled").
  3. An employee bumping into to a position with lesser responsibilities and position level shall normally have the salary reviewed so that it is appropriately placed within the range for the new position; there shall be no more than a 25% salary reduction.

G. Temporary Assignments or Acting Positions

Employees temporarily assigned duties and responsibilities of more complexity in addition to those outlined in the current job description, or transferred temporarily to a vacant higher position in an acting capacity should receive additional compensation from the date of assignment if such assignment is continuous and is to be in excess of one month.

1. An employee assigned such additional duties and responsibilities shall be eligible for a temporary increase in salary. This recommended increase should be based on an evaluation of the assigned duties by the Department Head in consultation with the Manager of Total Compensation or designee.
2. An employee assuming a higher position in an acting capacity shall be eligible for an increase in salary to the starting rate of the range of the assumed position or an increase normally between 6%-10% for one grade level, 8%-

12% for two grade levels, 10%-14% for three grade levels, of the current salary, whichever amount is greater, if the assignment is for a period of at least 30 calendar days. The duration of the acting period should not exceed one year.

#### H. Equity Increases

An employee's salary may be reviewed for a possible equity increase when the staff member or his/her supervisor believes an inequity exists between that employee's salary and other salaries being paid to employees in the same position level, performing comparable duties. Consideration is given to the duties and responsibilities assigned, merit history, qualifications, experience, labor market and anomalous circumstances which may exist. Equity adjustments will only be made when a substantial inequity exists, not when there is a slight variance in salaries.

Education and experience are a determinant in establishing an appropriate starting salary. Occasionally earning a particular degree or certificate is made a condition of employment, and a predetermined salary increment may be awarded. However, position levels, and resultant salary ranges, are determined based upon a set of factors that include "minimum education experience". Job-related advanced degrees earned while employed at the University will not be considered as the sole basis for an equity increase.

The procedure to be followed is:

1. Staff member or supervisor completes Section I of Request for Equity Review form (Appendix #5) and forwards, with position description, to Department Head, with copies to Dean or Director and Administrative Officer. The position description in place when the review is begun shall be the position description for the purposes of the appeal procedure.
2. Within 10 working days of receipt, Department Head after consultation with Dean/Director or Administrative Officer completes Section II and forwards, with organizational chart and justification, to Manager of Total Compensation at Amherst or the Director of Personnel at Boston.
3. Within 20 working days of receipt, Division of Human Resources completes Section III of Request for Equity Review form and returns it to Department Head with copies to staff member and Administrative Officer.
4. If staff member wishes to appeal action taken in Step 3 above, within 10 working days of receipt he or she completes Section IV of Request for Equity Review form and submits, to his or her union representative. All appeals being brought before the Board must be initiated by the Union. Only the Union may initiate appeals to the Board by sending written notice of an appeal to the Manager of Total Compensation at Amherst or the Director of Personnel at

Boston. Such notice shall specify the employee appealing and the grounds on which they appeal.

5. The Appeals Board is comprised of three representatives of Employer/University Administration, three representatives of the Union and one neutral voting Chairperson appointed by the Employer/University Administration and the Union. The costs of hiring a neutral voting Chairperson shall be equally shared by both parties. A majority vote is necessary to approve an appeal.
6. When the Union initiates a hearing by the Board, a written request for a hearing along with the Request for Equity Review form must be forwarded to the Manager of Total Compensation with copies to the Department Head, Dean or Director and Administrative Officer. Within 15 working days of receipt, the Manager of Total Compensation or the Director of Personnel at Boston will schedule a hearing at which the appellant, Department Head/Dean/Director, and Manager of Total Compensation present their respective cases and answer any relevant questions of the Board.
7. Within 15 working days after the hearing, the Board completes Section V of the form and notifies the appellant of its findings, with copies to the Department Head, Dean or Director, Manager of Total Compensation or the Director of Personnel at Boston and Administrative Officer.
8. The Appeals Board's decision is final; any resultant salary increase will be implemented effective no later than the Sunday following the date the request for equity review was received by the Division of Human Resources. If funds are not available in the current fiscal year budget, the funds required to implement any salary change will be included in the budget for the following fiscal year, with the same effective date. Grant-funded programs may be exempted in rare situations, only if it can be documented that sufficient funds are unavailable.

UNIVERSITY OF MASSACHUSETTS  
POSITION DESCRIPTION WORKSHEET

This worksheet has been prepared to assist  
in describing the functions of a position.  
Please complete it when creating a new position  
or requesting a review of a current position.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

OFFICIAL TITLE: \_\_\_\_\_ FUNCTIONAL TITLE: \_\_\_\_\_

IMMEDIATE SUPERVISOR: \_\_\_\_\_ TITLE: \_\_\_\_\_

- I. BASIC KNOWLEDGE - Minimum Education Requirements for position: (Do not describe the qualifications of the incumbent of position.)

	Minimum Number of Years	Degree	Course or Specialization
College			
Graduate School			
Other (certification; licensure; etc.)			

What specialized courses or technical knowledge in addition to above is desirable?

- II. EXPERIENCE - Minimum length of time required at time of hire to perform duties of position effectively with specified education or training?

\_\_\_\_\_ under 1 year

\_\_\_\_\_ 1 to 3 years

\_\_\_\_\_ over 3 to 5 years

\_\_\_\_\_ over 5 to 7 years

\_\_\_\_\_ over 7 to 10 years

\_\_\_\_\_ over 10 years



- III. JUDGMENT AND INITIATIVE - Includes relative level of intellectual demand inherent in the position; responsibility for formulating independent decisions; problem solving; prioritization; original thinking; analytical evaluation; application of specialized expertise or advanced knowledge in a field; conceptual development of techniques, procedures, and policies; and participation in long- and short-range plans.

Describe those duties which involve the greatest demand on intellectual skills (as outlined in paragraph above):

- IV. INDEPENDENT ACTION - The degree of independence exercised in performing assigned duties; exposure to or freedom from supervision or scope of delegated authority.

A. In what areas does the position allow for independent action and decision-making?

B. In what kinds of situations would the incumbent refer an issue to a supervisor? Within what constraints does the incumbent act?

C. Briefly describe the scope of responsibility and authority for the following:

Reports and records: (creating and/or approving)

Methods and procedures: (establishing and/or reviewing)

University expenditures: (incurring expenses, establishing and/or controlling budgets)

- V. ACCOUNTABILITY - Likelihood of errors; possibility of error detection; probable effects of errors on department, institution, or public; results of errors as measured in cash losses, injury to others, jeopardy to programs, damage to equipment or facilities, or significant inconvenience to others; access to privileged information, the disclosure of which could compromise the institution's position.

In light of the above description, describe briefly:

A. Those tasks in which serious errors are most likely to be made:

B. The scope and likely consequences of the most serious errors:

- VI. INTERRELATIONSHIPS - Level of human interaction: types of persons with whom the incumbent may be associated as well as basic human relations skills required.

A. Contacts within the University:

Position or Title of Persons Contacted	Nature of Contacts

B. Contacts outside of the University:

Position or Title of Persons Contacted	Nature of Contacts

VII. MANUAL SKILLS - Degree of manual skill required, including eye and hand coordination, finger dexterity, manipulative ability, etc., for varying lengths of time.

Identify those tasks which require significant manual skills and indicate what portion of daily assignments would be devoted to the task and whether lengthy periods of time (i.e., over two hours) would be involved:

Task

Proportion of Job/Period of Time

VIII. ENVIRONMENTAL CONDITIONS - Those conditions in the environment which may hamper the incumbent's ability to perform assigned duties through the creation of work distractions or unpleasant conditions.

Describe the environmental conditions of this position in relation to:

Noise, fumes, chemicals, harsh weather, or other physical irritants:

Stressful distractions or regular encounters with irate clientele:

IX. PHYSICAL EFFORT - Degree of exertion required by general physical activity (standing, walking, etc.) and physical force exerted for short or intermittent periods of time.

Describe the most physically demanding activities of the position and the approximate percentage of the work hours involved in the activity:

X. OCCUPATIONAL RISKS - Degree of exposure to job-related injury, probability of injury and potential severity of injuries, should accidents occur.

Potentially Dangerous Tasks

Potential Severity

XI. SUPERVISORY RESPONSIBILITY - A: Types of supervision (direct, indirect, functional, etc.) and related organizational responsibilities (hiring, training, developing policies and procedures, establishing and controlling budgets through subordinate personnel).

Persons Supervised

Type of Supervision

Supervisory Activities

XII. SUPERVISORY RESPONSIBILITY - B: Numbers of staff under direct and indirect supervision and numbers of student employees under either direct or indirect supervision.

A. Direct supervision of non-student employees (not FTEs):

Check one box:

1-3	4-6	7-9	10-12	Over 12

B. Indirect supervision of non-student employees (not FTEs): (Employees supervised by directly reporting staff.)

Check one box:

1-10	11-20	21-50	51-100	Over 100

C. Direct or indirect supervision of student employees (average number at any given time):

Check one box:

1-10	11-20	21-50	51-100	Over 100

UNIVERSITY OF MASSACHUSETTS  
POSITION DESCRIPTION

NAME:	DEPARTMENT:	DATE:
STATE TITLE:	WORKING TITLE:	POSITION LEVEL:

A. GENERAL SUMMARY OF POSITION:

B. EXAMPLES OF DUTIES: (Identify those duties that demand the greatest amount of time, attention, and are of key priority to the department. Include any duties which present unusual physical requirements such as standing, walking, exposure to chemicals, etc.)

C. MINIMUM QUALIFICATIONS: (Minimum required level of education; required licenses; years and nature of related experience; unique requirements related to physical ability, travel, working evenings and weekends, etc.)

D. SUPERVISION RECEIVED:

E. SUPERVISION EXERCISED:

1. Number of non-student employees directly supervised:
2. Number of non-student employees indirectly supervised:
3. Average number of student employees supervised at any given time:

---

OFFICIAL POSITION CERTIFICATION

---

This is a complete and accurate description of this position.

---

DATE

---

SIGNATURE - STAFF MEMBER

---

DATE

---

SIGNATURE - DEPARTMENT HEAD

---

DATE

---

SIGNATURE - HUMAN RESOURCES DIVISION

**UNIVERSITY OF MASSACHUSETTS  
REQUEST FOR POSITION CLASSIFICATION REVIEW**

Appendix #3

INSTRUCTIONS: Send to appropriate administrative officer who will forward to Manager of Total Compensation if approved.

State Title: \_\_\_\_\_

Working Title: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Incumbent(s): \_\_\_\_\_ Department/Unit: \_\_\_\_\_  
\_\_\_\_\_

Complete this form if the description must be evaluated apart from the **periodic position classification** review.

1. Is this a new position? \_ Yes      \_ No  
(attach position description)

2. Is this a revision of an existing position? \_ Yes      \_ No  
(attach revised and former position descriptions)

3. Does this position replace an existing description? \_ Yes      \_ No  
If yes, former title: \_\_\_\_\_

4. If this is a new position or if there is a change in this position,  
does it significantly change any other position(s) in the department? \_ Yes      \_ No  
If yes, please comment: \_\_\_\_\_  
\_\_\_\_\_

5. If this is an existing position that has changed significantly, please summarize the difference between this position description and the former description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Identify the reasons why this position has been created or changed (e.g. reorganization of functions, changes in work volume, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Manager/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_

Administrative Officer \_\_\_\_\_ Date \_\_\_\_\_

**HUMAN RESOURCES USE ONLY**

Date Request Received \_\_\_\_\_

Request for Review is ACCEPTED \_\_\_\_\_  
DENIED \_\_\_\_\_  
POSTPONED \_\_\_\_\_

UNIVERSITY OF MASSACHUSETTS  
APPEAL OF POSITION LEVEL

I. Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Working Title: \_\_\_\_\_

Assigned Position Level: \_\_\_\_\_

Position Level Sought: \_\_\_\_\_ Signature: \_\_\_\_\_

II. Signature of Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

(Organizational Chart and comments of both the employee and Department Head must be attached.)

III. Position Level Recommended by Division of Human Resources: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IV. I wish to appeal the determination above.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

V. Position Level Recommended by Board: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Written justification must be attached.)

cc: Staff Member, Department Head, Dean or Director, Vice Chancellor, Manager of Total Compensation

UNIVERSITY OF MASSACHUSETTS  
REQUEST FOR EQUITY REVIEW

I. Name of Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Working Title: \_\_\_\_\_

Current Salary: \_\_\_\_\_

Salary Sought: \_\_\_\_\_ Signature  
of Requester: \_\_\_\_\_

(Job description must be attached. Justification must be attached.)

II. Salary Recommended by Department Head: \_\_\_\_\_  
(Organizational Chart must be attached. Memo of justification for request/recommendation MUST be supplied by Department Head.)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

III. Salary Recommended by Division of Human Resources: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IV. I wish to appeal the determination above.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

V. Salary Recommended by Board: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Written justification must be attached.)

cc: Staff Member, Department Head, Dean or Director, Vice Chancellor, Manager of Total Compensation