Represented Employees – Frequently Asked Questions (FAQ)

Who is Covered by these Questions?
The University's non-academic, represented employees in the Staff Association and Professional & Administrative (P&A) unions (Eclasses PN, PE and SA) are covered by these questions. The collective bargaining contracts provide details on how compensation and job changes are administrated. For P&A contract, see contract Article 62 and 28. For Staff Association contract, see contract article 53, 19 and 28.

How do I request a Reclassification for an Incumbent?
When an employee's job duties and responsibilities have changed, the employee (incumbent) or supervisor may request a reclassification to a different and higher job class.

Summary of key steps in the process:
1. Complete the appropriate **Position Questionnaire** (see next question). The employee and supervisor each have sections to complete on the questionnaire.
2. The Unit submits the **Position Questionnaire** to Total Compensation and Wellness (TCW), with a copy to the Business Office for the S/C/D.
3. Upon receipt by TCW, the **Position Questionnaire** will be logged in - the log date determines the effective date of any salary change related to a reclassification for an incumbent.
4. The assigned TCW analyst will conduct a **Job Audit** (see question below).
5. The assigned TCW analyst will prepare a written memo, setting forth the classification determination with reasoning and explanations. It will be sent to the Business Office for S/C/D for processing.
6. The Unit should prepare a **PAR** for the Budget Office and an **HR Form.**

How Do I Complete a Position Questionnaire?
The position questionnaire is used to describe the key duties and changes to the job.

Summary of key steps in the process:
1. Select the correct questionnaire (there are 3): Professional/Administrative; Clerical/Technical; and Information Technology (IT) Professional
2. You may download the forms from the website in either PDF (Portable Document Format) or RTF (Rich Text Format).
3. Save a copy on your own computer. A typed version should be sent to TCW.
4. Read through all the items before you start the **Questionnaire**.
5. An organization chart for the work unit should be submitted along with the **Questionnaire.**
6. For section on Essential Functions, be sure to indicate whether the function is a new duty (i.e., added since any former reclassification request) or an existing duty.
7. For an incumbent reclassification, after the employee has completed the questionnaire, it should be sent to the Supervisor, to complete the Review by Supervisor section.
8. Return the completed questionnaire to: **Total Compensation and Wellness, 3638 AAB**

What is a Job Audit?
The job audit is a job analysis process conducted by the TCW analyst with the incumbent and the supervisor. It begins with a review of the submitted **Position Questionnaire**. Next is an interview with the employee. During the interview process, the TCW analyst will ask a series of questions pertaining to the information provided on the **Position Questionnaire** (i.e., what has changed about the job duties? who used to do the new work?). The interview with the employee takes 1 to 1 ½ hours and occurs at the employee's work station. Next an interview is held with the employee's supervisor, either by telephone, email or in person, to clarify any outstanding items.

How Do I Get an Employee Temporarily Reclassified?
When an employee is temporary assumes the core duties of another higher job classification, he/she is eligible for a temporary reclassification (also called a temporary assignment or interim assignment), based on the timing and compensation rules stated in the appropriate collective bargaining agreement). The Unit should send a memo to TCW which sets forth the business rationale for the temporary reclassification and the length of the proposed temporary reclassification (a full Position Questionnaire is generally not required). Since a temporary reclassification is limited to a fixed short-term period of time, once the temporary reclassification ends, the employee returns to their original job classification and salary.

Summary of key steps in the process:
1. Unit submits a memo to Total Compensation and Wellness (TCW), with a copy to the Business Office for the S/C/D.
2. Upon receipt by TCW, the memo will be logged in. The date of the change of duties determines the effective date of any salary change related to a temporary reclassification for an incumbent.

3. The assigned TCW analyst will contact the supervisor by telephone, as needed.
4. The assigned TCW analyst will prepare a written approval memo (the memo may recommend an alternative job classification). It will be sent to the Business Office for S/C/D for processing.
5. The Unit should prepare a **PAR** for the Budget Office and an **HR Form.**

How Do I get a New or Vacant Job Classified?
When a position is vacant or new (has no current incumbent), the steps for getting a classification are similar but not identical to reclassification for an incumbent.

If the Unit is sure of the job classification, then the Unit should send a memo to TCW which sets forth the business rationale that supports their classification preference and the classification description should be attached.

If the Unit is unsure of the appropriate job classification, the Unit should complete a **Position Questionnaire** and follow the same steps as for a "reclassification" (see above).

Summary of key steps in the process:

1. Unit completes either a memo with a business rationale where the classification is known) or a **Position Questionnaire** (whether the classification is not known) to TCW, with a copy to the Business Office for the S/C/D.
2. Upon receipt by TCW, the memo will be logged in (for tracking and completion purposes).
3. The assigned TCW analyst will contact the supervisor by telephone, as needed.
4. The assigned TCW analyst will prepare a written approval memo (the memo may recommend an alternative job classification). It will be sent to the Business Office for S/C/D for processing.
5. The Unit should prepare a **PAR** for the Budget Office and an **HR Form**.

What is a PAR Form?

The PAR (Position Action Request) Form is a Budget Form that authorizes a position to be established. Before the PAR is sent to the Budget Office, it must be sent to the TCW analyst who reviewed the reclassification or new/vacant job.

What HR Form should be used?

Generally a Change in Position Number or Change in Job Detail form must be sent to the WSU Employment Service Center. This form changes the data for the incumbent or the job in Banner.

	BUDGET FORM Position Action Request (PAR) Form	**HR FORMS Change in Position Number or Detail Form**
Change in Position Class Code	X	X
Change in Position Class Title	X	X
Change in Position Suffix		X
Change in Salary (Actual)		X
Change in Salary (Budgeted Salary)	X	