



Global Grading System Reevaluation/Review Request Process

Process:

Following the placement of a position in a grade within the Global Grading System (GGS), a request for reevaluation may be made if a leader believes that the position has not been assigned to the proper Global Grade or when the work content has changed significantly. A request for the review must first be presented to the department manager who will determine if there is sufficient basis for a review. If a review is warranted, documentation must be submitted using the Position Classification Questionnaire (PCQ) which can be obtained from your Human Resources office.

The information provided on the Position Classification Questionnaire (PCQ) will be reviewed by the Global Grading staff within Human Resources at each campus location to determine if the submitted documents are up to date, complete and meet the criteria for reevaluation/review.

Circumstances that may be considered for requesting reevaluation/review of a position:

A leader/manager should begin by discussing the evaluation process and how the position was placed in the current salary grade. Human Resources can assist you in preparing for this discussion if you are not yet familiar with the process.

A reevaluation/review may be warranted if:

- There has been a significant change in the duties and responsibilities of the position relative to the factors used in Global Grading System for evaluation (HR may request to conduct an audit of the work with management to observe the nature and scope of duties).
- The position was not properly represented at the time of the original evaluation.

Circumstances that are not considered for reevaluation/review:

A review is not warranted if solely based on:

- An individual's disagreement with the salary range associated with the global grade or where their salary falls within the given range;
- the position title;
- a review of an individual's performance;
- an interim/temporary or future work assignment; and/or
- an increase in the volume of work but no change to the type or complexity of work an individual performs (i.e. more PAFs processed than previously required).

Note: Even though the above changes do not warrant a Global Grading System evaluation, your Human Resources Department is always willing to assist you in problem solving the areas above.



Submitting the request for review

After discussing the initial global grade assignment with the employee, if the leader determines that further reevaluation/review is appropriate the request and updated Position Classification Questionnaire (PCQ) should be submitted to Human Resources. The request should clearly state why the review is being requested and identify area(s) of the PCQ which the leader feels is different than information used in the original evaluation. The leader's remarks can be included in the Comments section (Section IV) of the PCQ.

A Global Grading System evaluator will review the documentation, reevaluate the position (using the Global Grading System and criteria) and make a determination as to the appropriate title and Global Grade assignment for the position. This determination will be conveyed to the manager via email. If a change is warranted, it will be effective the date of the reevaluation (no retroactive adjustments will be made). All reevaluation/reviews and grading decisions are considered final. The time to complete the evaluation may vary depending on the workload of the evaluator, whether an audit of the work process is needed and/or if additional information is needed.

Summary of the reevaluation request process:

1. Leader determines if review of position is warranted and, if so, completes a revised or new PCQ. Remember to include information as to why a reevaluation/review is requested.
2. Leader obtains appropriate approvals and submits request/documents to HR.
3. A Global Grading system evaluator reviews the PCQ and any supporting information, and then completes the Global Grading System evaluation.
4. If further knowledge of the work is needed, HR may ask the leader if the evaluator may perform an audit of the work.
5. HR makes final determination on title and grade assignment.
6. HR communicates determination to Leader who conveys results directly to affected employees.

Reminder:

The Global Grading System will ensure that all positions are reviewed using consistent factors and a validated evaluation process. Each position's description, title and grade assignment is evaluated based upon the duties and responsibilities of the position and not based upon an individual's personal characteristics, qualifications or performance in the position.

The seven factors for evaluation in Global Grading System are:

- *Functional Knowledge*—measures the education, experience and expertise required to perform the job's responsibilities.
- *Campus Expertise*—measures the requirements of the job for knowledge and expertise about the University rather than about "technical expertise".



compensation



- *Leadership*—measures the requirements of the job for providing leadership and guidance to others.
- *Problem Solving*—measures the level of mental skills that are required in order to perform a particular role.
- *Nature of Impact*—measures the impact the job has on the University by identifying the overall responsibility associated with the job (the way in which the job's influence or the type of influence is exhibited).
- *Area of Impact*—measures the impact the job has on the University by identifying where the impact is felt (for example: team, department, division, campus, system).
- *Interpersonal Skills*—measures the level and type of “people skills” that are normally required in order to perform a particular role. In order for the grade of a position to change, significant changes must occur in a majority of the aforementioned factors. That is, a change in the grading of one or two factors is not likely to result in a revised grade.