

Salisbury University Police Department

CHAPTER 21 – CLASSIFICATION AND DELINEATION OF DUTIES AND RESPONSIBILITIES

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CHAPTER 21 – CLASSIFICATION AND DELINEATION OF DUTIES AND RESPONSIBILITIES

The Directives in this chapter relate to task analysis, classification and processes and procedures used to describe the nature of the work performed by department employees.

21.1 Task Analysis

21.1.1 Job Task Analysis

In accordance with Salisbury University's Employee Handbook, Job Specification is a statement of the essential components of a job class including a summary of the work to be performed, primary duties and responsibilities, and the minimum qualifications and requirements necessary to perform the essential functions of the job. The Office of Human Resources maintains USM Job Specifications for nonexempt positions. Because these specifications are system-wide, they cannot be changed, deleted, or amended without the approval of the Chancellor.

Job description, on the other hand, is the statement of the actual duties and responsibilities that an employee performs. It is more detailed and specific than the Job Specification. At SU, a Position Description (PD) Form is used for exempt positions to record an employee's actual duties and responsibilities. The PD is a comprehensive position description that provides information that is needed to assess the exemption status under the Fair Labor Standards Act (FLSA) regulations. Each exempt employee must have a PD.

For non-exempt employees, the Position Information form (PI) is used to record an employee's actual duties and responsibilities. **Reference should be made to the Memorandum of Understanding between Salisbury University and the Maryland Classified Employees Association (MCEA).

Reclassification of a position may occur when significant and substantial changes occur in the primary duties of the position and only when the job class to which a position is assigned is changed by raising it to a higher class, reducing it to a lower class or changing it to another class at the same level.

Reclassification requests may be submitted to the Human Resources Office at any time when the job duties and responsibilities have significantly and substantially changed. When the Vice President of Administration and Finance approves a job reclassification request, the decision will be retroactive to the first full pay period after the submission of the reclassification request to the Human Resources Office. The University reserves the right to suspend acceptance of job reclassification requests for fiscal reasons.

An employee may not initiate a reclassification request where a job study has been completed within the past 12 months, unless the job duties have significantly changed. Changes in the volume of work assigned or performance of an individual are not considered justifications for a reclassification.

The employee, his/her supervisor or department head may initiate a request for a reclassification review using the following procedures:

- The employee, supervisor or department head will request from the Human Resources Office a Request for Job Analysis form for completion and return the completed form to the Human Resources Office.
- Human Resources will acknowledge the receipt of the document and contact the employee to schedule an initial meeting to discuss the reclassification process and steps.
- Upon completion of the initial meeting, the employee will be asked to complete the *Job Analysis Classification Employee Questionnaire* and forward to the Human Resource Office

- Concurrently, the supervisor will complete an updated *Position Information (PI)* form and submit to Human Resources the revised and PI and a copy of the position's *original PI* form.
- Upon receipt of the three required documents (Job Analysis Questionnaire, the revised PI and the original PI), Human Resources will schedule an on-site desk audit.
- Human Resources may contact the supervisor or department head for additional information.
- After the desk audit, Human Resources will forward to the supervisor the Job Analysis Classification Employee Questionnaire, revised PI and a copy of original PI for review. The supervisor will then be asked to complete the *Job Analysis Classification – Statement of Immediate Supervisor* form and make any adjustments to the revised PI form.
- All documents will then be forwarded to the department head for review. Upon the completion of the review the department head will complete the *Statement of Department Head* form and forward all documents to the Human Resource Office.
- Human Resources will assess all information and determine the appropriate job classification and forward its recommendation along with the submitted forms/documentation collected during the job analysis process to the Vice President of Administration and Finance for review and approval.
- At the completion of the reclassification process, Human Resources will provide written documentation of the decision to the employee, supervisor and department head.

21.2 Classification

21.2.1 Classification Plan

Refer to 21.1.1

21.2.2 Job Description Maintenance and Availability

The department maintains current position descriptions (exempt) and position information (non-exempt) forms for all employees and are maintained by the Administrative Assistant. These position descriptions or position information forms, which outline the duties and responsibilities for each employee, are available for review by all sworn and civilian personnel by making a request through the Division Commanders.

To ensure effective management and supervision, each employee will be provided with a copy of his/her position description and will be accountable for each task and responsibility listed. When the employee's position description changes due to promotion or for any other reason, he/she will be furnished with a new position description which will include the current duties and responsibilities for his/her position.

Edwin Lashley
Chief of Police