

DEPAUL UNIVERSITY



New and Existing Position Evaluation & Exceptions

Category: Human Resources

Responsible Department: Compensation

Responsible Officer: Vice President for Human Resources

Effective Date: 6/7/2016

Policy Summary

DePaul seeks to provide compensation that is competitive and consistent to attract and retain individuals with the experience and skills necessary to further its mission. With this in mind, the following policy details the policies and procedures relating to new and existing position evaluations and exceptions.

Scope

This policy affects the following groups of the University:

- Full-Time Staff
- Part-Time Staff
- Other

This policy affects all members of the above groups.

Policy

Job evaluations and re-evaluations are completed by the compensation team upon the request of management. Evaluations require a job description identifying the level of responsibility, skill, and knowledge, required of the job. Evaluations also include the review of data obtained from external higher education-specific market surveys using both national and regional information, as necessary.

An Exception is a documented management decision to set the grade level for a position based on criteria other than market competitive data and pay above the maximum recommended grade. Only staff positions below the VP level will be considered under the Exception guidelines. The position review encompasses an evaluative process from the compensation department and the results will be communicated to the VP/Dean and/or management.

Procedures

Job Evaluation

Procedures for Job Evaluation, or the creation of a new position at DePaul University are as follows:

1. Budget/Hiring Manager submits a request using the Position Data Request system, including the following items:
 - A job description.
 - A reason for the request.
 - An organizational chart showing where the position will report.

2. Once the request is received, within 5 business days, the Compensation Team will:
 - Analyze the roles and responsibilities shown on the submitted job description.
 - Determine a grade and exemption classification of the job and communicate this information (salary grade, job title and exemption status) to the hiring manager.
 - Upon agreement between the hiring manager and the Compensation Team, a position is created and forwarded to Talent Acquisition.

Job Re-Evaluation

Procedures to evaluate an existing position at DePaul University are as follows:

1. Budget/Hiring Manager submits a request using the Position Data Request system, including the following items:
 - A new job description showing the change in responsibilities.
 - A reason for the request.
 - An organizational chart showing where the position reports.

2. Once the request is received, within 5 business days, the Compensation Team will:
 - Analyze the change in responsibilities shown on the submitted job description.
 - Determine if the change in responsibilities support a change in the grade and/or exemption classification.
 - Communicate the results (salary grade, job title, and exemption status) to the hiring manager.
 - Upon approval of the new position, provide a promotional template to the hiring manager to meet with employee, if there is an incumbent.

Exceptions

An exception is defined as the request to pay over the maximum range of a salary grade as determined by the Compensation Team. If there is a request for an employee's salary to exceed the maximum of the respective grade assigned, the VP/Dean is required to present their reasons. Items to consider or include in an exception request are as follows:

- DePaul University's ability to pay above the suggested grade maximum.
- Market data and positions used in the research.

- Internal equity and legal compliance.
- What unique skills or abilities does the individual bring to DePaul to support the need to pay above the maximum of the suggested grade?
- How long has this position been open?
- Are there any other candidates, internal or external, being considered for this position?

The VP/Dean of the University unit, the respective departmental executive, and the VP of Human Resources, must agree and approve the Exception. Approval documentation must be completed prior to communicating any transaction or offer to an individual.

Before a position can be sent to Talent Acquisition for recruiting, the following areas will need to have already approved it: The VP/Dean and the Executive Area. After approval, the Financial Accounting department will be notified.

Divisional Collaborations

Payroll
Financial Affairs

Contact Information

Office of Human Resources

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Appendices

None

History/Revisions

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