

Position Classification and Compensation Policy

Effective Date: April 1, 2024
Supersedes: N/A
Policy Review Date: 5 years from effective date
Issuing Authority: Research Foundation President
Policy Owner: Vice President for Human Resources
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Reason for Policy

The Research Foundation (RF) for the State University of New York establishes this policy to ensure positions are classified in a fair, equitable and consistent manner.

Statement of Policy

The RF prohibits compensation discrimination on the basis of race, color, religion, creed, sex, sexual orientation, gender identity or expression, military status or disability. The RF also prohibits sex based wage discrimination between employees in the same establishment who perform jobs that require substantially equal skill, effort and responsibility under similar working conditions.

The RF position classification procedures must be adhered to when classifying and determining salary level for new positions or when reclassifying existing positions. Positions must be classified and the compensation level or range determined prior to recruitment. The compensation must be within the corresponding salary range and reviewed for internal and external equity.

Within the RF position classification system, all positions are categorized as exempt or nonexempt and fall within a pay range. Within the RF classification and compensation system each position has a corresponding position standard that describes characteristics, function and scope, typical duties of the position. Each position standard has a corresponding salary grade with a minimum and maximum salary.

A position may be reclassified at a supervisor's or employee's request when the duties of an existing position changes significantly. A campus location determines when a new position is needed or if an existing position needs to be reclassified.

Responsibilities

The following table outlines the responsibilities for compliance with this Policy:

Responsible Party	Responsibility
Principal Investigator/Supervisor	Create a job description based on the duties and responsibilities of the position.

Responsible Party	Responsibility
RF Operations Manager (or designee)	Ensure compliance with this policy.
RF Central Office HR	Review and update Position Classification Policy.

Definitions

Exempt Position: A position that satisfies the tests for exemption under NYS and Federal requirements based on salary level, pay basis and position duties. Exempt positions may not be paid hourly and must be paid on a salaried basis.

Nonexempt Position: A position that does not satisfy the tests for exemption under NYS and Federal requirements based on salary and position responsibilities. Nonexempt positions may be paid on a salaried or hourly basis.

Position Standards: The position standard describes the function and scope, typical duties, level of complexity, knowledge and formal training, job-related experience and special skills, and typical promotional opportunities of a position, among other items.

Related Information

[Position Classification Procedure](#)

[Position Standards and Titles Guideline](#)

[Salary Rules and Policies When Assigning Regular Employees](#)

Forms

[Exemption Status Checklist](#)

Change History

Date	Summary of Change
April 1, 2024	Updated document to be consistent with new policy template. Added wording to policy section; created a responsibility section; and added definitions and links for related information.

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@fsuny.org.