

## Position Classification and Compensation Procedure

**Effective Date:** April 1, 2024

**Function:** Human Resources

**Contact:** Vice President for Human Resources

518.434.7080

[HRA@rfsuny.org](mailto:HRA@rfsuny.org)

### Basis for Procedure

This document describes the procedures operating locations need to follow when reviewing classification for Research Foundation (RF) positions.

The following table summarizes the procedure, and each step is described in more detail below.

Step	Action
1	Prepare and review job description
2	Determine exemption status
3	Determine corresponding RF Position Standard
4	Request a new Position Standard if needed
5	Enter Information into computerized business system

### Prepare a Job Description

For a new position, or an existing position which is being reclassified, a job description must be created by the Principal Investigator or supervisor and must include:

- working title,
- function and scope,
- duties,
- education/experience and/or special skills, and
- any licenses or certifications required.

When an operating location is reviewing position classification, a job description must be prepared to assist in determining the appropriate position title, grade, and salary level.

### Reclassification Review

When a request is made to reclassify an existing position, the RF operations manager (or designee) should review the updated job description and any salary change request prior to approval.

The updated job description and any additional supporting documentation must be kept on file.

### **Determine Exemption Status**

The RF Campus Human Resources Office or designee should complete an [Exemption Checklist](#) to certify that the position meets the established criteria for exempt status, or if the position should be classified as non-exempt.

### **Determine Corresponding Position Standard**

The Exemption Status Checklist along with the job description and salary rate must be compared with the established RF [Position Standards and Titles Guidelines](#) to determine an appropriate RF Position Standard title which should reflect the work performed. Position Standards in the Administration, Technical and Office Management Salary Schedules 1-5 are positions which meet the duties test for exemption. However, they must be classified as nonexempt if the compensation level does not meet the required threshold for exemption under New York State and Federal requirements.

Employees holding positions in the Clerical and Office Support, Technical and Research Specialists Salary Schedule 6 – Grades N.1 through N.12 are always classified as nonexempt based on position duties regardless of the salary level.

Salary schedules may be accessed in the [Position Standards and Titles Guideline](#).

### **Request a New Position Standard**

If it is determined that an appropriate RF Position Standard does not exist, a request for a new position standard must be submitted to the RF Central Office Human Resources for review, which should include the job description.

Pending the establishment of a new Position Standard for the position, the following titles may be temporarily assigned:

- Unassigned (Nonexempt) – positions that do not meet the duties or salary level or salary basis requirements for exemption.
- Unassigned Exempt – positions must meet the duties, corresponding salary level and salary basis requirements for exemption.

### **Entering Information into Computerized Business System**

Positions Standard, Grade, Assignment Category and Salary basis are entered on the Assignment Form in the Oracle Business Systems. Refer to [Enter An Employee Record](#) process help for instructions on entering this information.

Working Title may be entered into the Oracle Business System off the Assignment Form – Other – Employee Working Title.

## 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.

*Working Title:* A specific title for a position that describes the position responsibilities and work being performed. Working titles can be kept in the computerized business system HR module.

## Related Information

[Exemption Status Checklist](#)

[Position Classification Policy](#)

[Position Standards and Titles Guideline](#)

[Leave Administration Handbook](#)

[Time Reporting Policy](#)

[Oracle Process Help](#)

## Forms

None

## Change History

Date	Summary of Change
April 1, 2024	Updated document to be consistent with new procedure template. Edited Guidelines for Determining Exempt Status, Added definitions and links for related information.
March 30, 2010	Edited Determine FLSA Exemption section.

## Feedback

Was this document clear and easy to follow? Please send your feedback to [webfeedback@rfsuny.org](mailto:webfeedback@rfsuny.org).