

## Position Classification Policy

### Basis for Policy

The Research Foundation (RF) must comply with the equal pay provisions of the Fair Labor Standards Act (FLSA) of 1938 as amended, the Equal Pay Act of 1963, equal employment opportunity laws, and New York State labor laws. The equal pay provisions of these laws prohibit wage differentials based on gender. Men and women employed in the same establishment in positions that require equal skill, effort, and responsibility and that are performed under similar working conditions must be paid equally.

In order to comply with applicable laws, the Research Foundation has established a position classification system for its employees for the purpose of maintaining salary and wage equity and for consistency in the treatment of its employees.

Within the RF position classification system, all [position titles](#) are categorized as [exempt](#) or [nonexempt](#), and each [position title](#) falls within a specified pay range. The classification system also includes a position standard for each title that describes specific characteristics of the position.

A position must be classified when a determination has been made at a location that a new position is needed. A position may be reclassified at a supervisor's or employee's request when the duties of an existing position change significantly.

### Policy

The Research Foundation position classification procedures must be adhered to when classifying new RF positions or reclassifying existing RF positions. New positions must be classified prior to recruiting employees.

### Feedback

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