



## Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
HR-1.4.10	Establishment of a New Non-Academic Position	07/01/07	

### 1.0 Purpose

To set forth a procedure to establish a new non-academic position.

### 2.0 Policy

The position classification system in use at Bainbridge College provides the basis for non-academic personnel compensation.

The system is designed to group positions with substantially similar duties and responsibilities, performed under similar working conditions, and requiring similar qualifications.

Such groups are referred to as job classifications. Each job classification is identified by an official job title. Official job titles are used to distinguish one job classification from all others in the system. Use of working titles (titles used to identify positions more specifically and/or informally) is not restricted, provided the working title does not misrepresent the authority or function of the position, and provided that working title is not an official title identifying a classification other than the one to which the position is assigned.

All new positions will be classified by the Human Resources Department before inclusion into the institutional budget, and prior to any recruiting actions.

### 3.0 Procedure

Responsibility – Requesting Department

- 3.1** When the establishment of a new classified position is deemed necessary, the requesting department will submit a completed Position Classification Form to the Human Resources department. Position Classification Form should be signed by persons authorized to request classification changes for the affected department(s).



Responsibility – Human Resources

- 3.2** The Human Resources staff will evaluate the request using standard evaluation procedures. If additional information is required, the HR staff will contact the appropriate personnel in the requesting department and conduct job analysis audit/meeting(s). HR will determine the appropriate classification level and record the level on the appropriate section of the Position Classification Form.
- 3.3** Human Resources will notify the requesting department of the completed approval and provide a copy of the completed Position Classification Form to the department.

Requesting Department – New Positions to be effective July 1

- 3.4** A copy of the approved Position Classification Form should accompany the original fiscal year budget request to support classification actions, which have an approved effective date of July 1. the proposed new position will be established on July 1 provided the institutional budget request is approved by the Board of Regents.

New Positions established during the fiscal year

- 3.5** If the classification action was not included in the original budget, and/or the proposed effective date is not at the beginning of the next fiscal year, the department should attach a copy of the approved Position Classification Form to a budget transfer request and submit the document to the Business Office. The classification action may become effective when authorized by the Business Office.
- 3.6** To begin recruitment to fill a new position, a Request to Fill Vacancy Form and an Employment Request Forms should be completed and forwarded to Human Resources.