

Human Resources Procedure

PCN & Position Classification Changes Procedures

Purpose: *To describe the responsibilities and process of position changes resulting in revisions being made to both the PCN and PD records.*

Target Audience: *HR Coordinators*

Section #1 Definitions:

1) Position Control Number:

A code used to designate a budgeted position in Banner on the NBAPOSN form. It's then assigned to an employee by HR on the NBAJOBS form page. It's also tied to the respective position description in MyUA.

2) Term-Funded PCN:

Assigned to a position that is either funded or needed for a predetermined amount of time. These are benefit eligible positions with a known end date.

3) Regular PCN:

Assigned to a regular, benefit-eligible, permanent assignment. These positions may be part-time, less than 12-months, or both. However they should not be for less than 20 hours a week and 9-months (19.5 pay periods) a year to retain benefit-eligible status.

4) Temporary PCN:

A code used to designate a position that is available to all UA departments for various assignment purposes. These PCNs start with a "9" and no longer are based on location. Another name for this type is a "Pooled PCN".

5) Position Description:

PDs are intended to describe the general functions and responsibilities assigned to each job title. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to each position classified as such. Position descriptions should be used to further describe the specific duties and prerequisites for a position.

6) PCLS:

The position classification number used to identify if this position is exempt or non-exempt. Embedded in the UA job families there each classification level is assigned

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a PCLS. Some include an alternative PCLS code for when the position needs to be classified in the opposite status as the default code.

Section #2 Procedures:

When should a PD be routed for Budget/TA approval?

1. Establishing a new term-funded or regular position. Including new faculty non-represented (FR) and/or executive (EX) appointments.
2. Modifying an existing position, including:
 - a. Incumbent (direct appointment)
 - b. FLSA (exempt/nonexempt) status
 - c. Position reclassification (Up and/or down)

**An existing PD is modified when it's accessible to the HR Coordinator and when only small changes are being made. If a position is going through a complete uphaul then we encourage a new PD to be created and the existing one archived.*

3. PCN changes from Term to Regular (or vice versa).

Essentially when the PCN and/or classification needs to change a PD should be routed for approval.

Note: When a PCN is reassigned to a new PD then the department should submit a SPOKE ticket to UA-HR Talent Acquisition to archive the old PD. There should always be a one-to-one ratio of PD to PCN in MyUA.

Section #3 Acting (Interim) Appointment:

Follow BOR R04.05.043.B.3.

Definition:

A qualified employee is temporarily appointed to a higher level position for more than a 30-day period. They are no longer performing present job duties in this temporary capacity, as they are moved to this new appointment for a predetermined amount of time. For those instances where the majority of the tasks of his/her current position are still being accomplished and only additional responsibilities from the higher level position are being assigned, an out-of-class amount is more appropriate.

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Compensation Guidance:

The employee will be advanced to the minimum of the grade established for the position or to the closest step within the grade that does not exceed a 10% increase, whichever is greater.

PCN Guidance:

The employee's present assignment should end and the higher level assignment should immediately begin. This should be initiated through the PD process, as the incumbent of a vacant position has changed.

PD provides clarity of responsibilities. Cleaner processing for TA and personnel.

Personnel Job Change Reason: APA – Acting Position and/or APAE – End Acting Position

Additional Notes:

Interim appointments should not be set up for more than a year, with the potential to extend if unable to conduct a successful recruitment within that period of time.

Sikuliaq Employees – UAF School of Fisheries: Used for employees working onboard the Sikuliaq research vessel who are "fleeted up" on a temporary basis (for example, acting as a Master Chief). The employee's step value is increased 10 steps while the employee is in the acting assignment.

Section #4 Out-of-Class Pay:

Follow BOR R04.05.043.B.4.

Definition:

Out-of-class pay is appropriate when an employee is officially assigned additional nonacademic duties on a temporary basis for at least 30 calendar days. Out-of-class pay may be given for additional duties that are technically advanced; require substantially more discretion, authority or accountability; or otherwise require the employee to utilize clearly higher level skills and abilities not required in his/her current job.

Compensation Guidance:

The percentage of base pay amount increase available is between 3 percent and 10 percent, allocated in one percent increments.

PCN Guidance:

The employee will remain in their current position, as this is a compensation not position change process. Therefore no budget approval or NBAPOSN changes need to be routed through the

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regional budget office and these changes can be requested with a job form (attached to an approved justification memo).

Personnel Job Change Reason: DOC - Out of Class Pay-Begin, DOCE - End Out of Class Pay, or DOCX – Out of Class Pay-Extension

Additional Notes:

All out-of-class adjustments must be documented in a formal memo to UA-HR Talent Acquisition for initial approval and any additional extensions. If an extension is requested following the initial 90 days, it should include a timeline for additional department activities on trying to reassign the duties to another position, or successfully recruit for a permanent position to fulfill the role full-time.