

**NON-FACULTY JOB CLASSIFICATION**

ARTICLE NUMBER: 310

LAST APPROVED: June 2, 2008, May 2, 2016, January 8, 2018

REFERENCE: 310.2A, Appendix A1, Appendix A2

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POSITION INVENTORY: 310.1

- A. Each employee is provided with a copy of a Position Inventory at the time of job entry. The employee shall perform the duties as listed in the Position Inventory.
- B. Modifications to an employee's Position Inventory that do not change the job classification shall be made during the annual performance appraisal as approved by the employee's supervisor. See 310.2 A. for substantial modifications to position inventories.

JOB RE-EVALUATION: 310.2

- A. When the duties and responsibilities of a position substantially change, when the position is perceived as inaccurately classified, or when a title change is being requested, employees will have an opportunity to have their position/title reevaluated.
- B. Requests for a job classification reevaluation must be submitted with the endorsement of the employee's supervisor(s) to the Director of Human Resources between July and October of each year.
- C. Reclassifications submitted to the Director of Human Resources will be presented to the College President as part of a preliminary annual budget and, if approved by the College President, will be included in the next annual budget and become effective upon the implementation of that budget.