

Position Analysis Review (PAR) Process Guidelines

Effective December 1, 2011, an employee or a supervisor may submit a PAR request during any time of the year. HR Compensation is working with IT to create a PAR module that is scheduled to be active in the spring semester 2011. Until then, we will use a PAR request process using email and a temporary form that can be completed electronically and sent to HR Compensation.

The same basic guidelines that were used for the PAR process conducted in the spring of 2011 are in place.

- The employee(s) and their supervisor meet to discuss how the position has changed.
- The PAR request will move along the supervisory line for input and recommendations at all supervisory levels.
- Once submitted no one can stop the process except the person who submitted it, with HR Compensation's approval.
- A job must have changed substantially (about 50%) to be considered for a PAR.
- The change must be a permanent change to the position.
- There is an employee appeal process available to employees whose PARs are not approved.
- Should HR and the EVP level supervisor not agree on a PAR recommendation, the PLT will make a final decision.
- The PAR is focused on the position not the person. It is not a system to promote or reward an employee.

There are some differences from last year:

- A PAR will not be used for a title change only. The Position Change and Budget Approval form will now be used to change a title of a filled position.
- A PAR is used to change the Pay Grade or the combination of Pay Grade and Title.
- Effective December 1, 2011 a PAR may be submitted any time during the fiscal year.
- The PAR process may take 1-3 months for completion.
- When an employee submits a PAR, HR Compensation will notify the supervisor.
- When a supervisor submits a PAR, HR Compensation will notify the employee(s) named in the PAR.
- Only a supervisor may submit a PAR for multiple incumbent positions.
- Retroactive pay will be calculated to the effective date of the job change for approved PAR requests. The calculations will take into consideration any applicable Temporary Assignment Pay received by the employee after the PAR effective date. The effective date of the PAR change must be within the same fiscal year that the PAR was submitted.

- A PAR may be submitted for analysis and review only once a fiscal year for any position.
- PARs submitted in sequential years must show significant change in duties.