

THE PAR PROCESS GUIDELINES FOR FY10

The PAR process is the method by which an employee/supervisor may request review of a position for reclassification. Reclassification requests are formally initiated by submission to HR by the supervisor.

It is ACC's practice that requests that were reviewed in the PAR process last year (for FY09) may not be reviewed again this year. PARs are for existing positions; new positions should be submitted during the Budget Planning process. Any potential budget constraints on the PAR process will be determined by the PLT.

The PAR request is processed on-line. Three kinds of reclassifications exist:

1. Title change only
2. Pay Grade change only
3. Both Title and Pay Grade change

Departmental reorganizations will not be handled through the PAR process. Administrators must meet with the next level supervisor and then, the Executive Vice President discuss possible reorganizations. Reorganizations must be submitted in the budget process. Administrators should contact Vicki West, Compensation Manager, 223-7502 or ywest@austincc.edu to discuss and review a plan, if you are considering a departmental reorganization.

CRITERIA FOR SUBMITTING PAR REQUESTS

Reclassifications are appropriate when an employee has been assigned a significant amount of duties at a higher level such that the employee is using higher level skills and performing tasks of a higher level position. In such a case, the current job description no longer reflects the primary duties of the position.

Use of the PAR process for positions with increases of work volume or change in scope will not be considered in this process. In such cases the supervisor should decide whether to change the employee's duties or request additional positions in the budget.

PAR TIMELINE

Reclassifications are considered once per year within the annual budgetary process.

The PAR request form will be on-line during February, as part of the beginning annual budget process. Supervisors may request PARs online from February 1-12. The next level supervisor must approve or disapprove the supervisor's request and forward the email, including any comments, to HR Compensation within five working days of receipt of the request. HR Compensation must receive all decisions regarding PAR requests no later than close of business on February 19th.

February 1-12, 2010	Supervisors submit PAR requests
February 1-19, 2010	EVP Approval
February 19, 2010	Deadline for submission to HR Compensation

If an employee would like to submit a request for PAR review, the employee should meet with the supervisor January 15- January 30 to discuss his or her position. The supervisor will let the employee know whether the request has been approved or not approved.

Responsibilities

1. HR Compensation is responsible for facilitating and organizing the PAR process.
2. Employees may submit a request to the supervisor for review of a position.
3. Supervisors are responsible for workforce analysis and determining which positions have changed within their area.
4. The EVP is responsible for final approval of positions to be reviewed.
5. PLT is responsible for approving the process, methodology and outcomes.

Frequently Asked Questions

What is the PAR process?

The Position Analysis Request (PAR) process is a process by which a supervisor may request that the work being performed within a certain position or title may be analyzed to determine the appropriateness of the pay grade to which it is assigned because the scope of the job has changed. It addresses the position within the organization rather than the person within the position. If it is determined that the work being performed is of a different level, and therefore a different pay grade, either higher or lower, then the position is reclassified to the new pay grade. Should the position be reclassified to a higher pay grade, the employee(s) in that title should receive a salary increase to maintain the same compa-ratio to midpoint held in the current pay grade. Should a position be reclassified to a lower pay grade, the employee(s) maintain their current salary. All PAR salary adjustments are made prior to any annual across the board increase.

What type of position qualifies for consideration?

Non-faculty positions that have totally changed so that the job description no longer reflects the job duties are eligible for consideration in the PAR process. Positions that have expanded due to volume or taking on additional duties are not eligible. For these situations the supervisor is expected to streamline the job duties or request another position in the budget.

What if the volume and number of tasks have expanded?

Reclassification is usually not approved due to an increase in volume or expansion of tasks. An increase in volume may justify the addition of another position, rather than a reclassification. Volume increases do not change the nature of the job, which includes level of responsibility, scope of duties, and the primary function of the job within the organization.

Most jobs have a mix of task levels involved in the work being performed. The number of tasks may expand, but it depends on what those tasks are, and the frequency of performance, to determine if the position should be reclassified. If the tasks are at the same or lower level of work currently being performed, then reclassification may not be justified. However, if the additional tasks are of an identifiably higher level of work, and are performed a significant amount of time, then a reclassification analysis may be justified.

Can an employee submit a PAR request?

If an employee feels that their job duties have significantly changed, the employee may submit a request, orally or written, to the supervisor by February 1st. The supervisor will review the request, make a determination and communicate the response to the employee.

Can I appeal if my supervisor does not approve my request for review?

Yes. If your supervisor does not support the request, the employee may send a written request to the Executive Vice President or highest level administrator for a review and decision.

Where can I find more information on ACC's Compensation system?

Information about the non-faculty compensation can be found on the ACC website at <http://www.austincc.edu/hr/compensation/>.