THE PAR PROCESS GUIDELINES FOR BUDGET YEAR FY11

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 FY10) 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 to discuss possible reorganizations. Reorganizations must be submitted in the budget process. Administrators should contact Vicki West, Compensation Manager, 223-7502 or vwest@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 8-19. 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 from EVPs no later than close of business on March 1, 2010.

February 8-19, 2010   Supervisors submit PAR requests
February 8-26, 2010   Next Level Supervisors approve or disapprove PAR requests
March 1, 2010         Deadline for final submission of PAR requests by EVPs to HR Compensation

If an employee would like to submit a request for PAR review, the employee should meet with the supervisor through February 12, 2010 to discuss his or her position. The supervisor will let the employee know whether the request has been approved or not approved to be submitted.

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.