



Classification Plan for Classified FTE Positions

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Policy Owner:
Board of Trustees

Policy Administrator:
Human Resources Director

Affected Parties:
Employees

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I Summary

This policy describes the establishment, maintenance, and administration of the uniform Classification Plan applicable to all classified full-time equivalent (FTE) positions at Lander University, pursuant to section 19-702 of the human resources regulations of the Division of State Human Resources (DSHR)¹. The Classification Plan is a way to group jobs that are similar in nature and level of responsibility and to assign an appropriate pay range. All proposed classification actions shall be reviewed by the Lander University Office of Human Resources to ensure that requested classification actions are sufficiently justified, documented, and in compliance with all applicable laws and procedures. DSHR delegates authority for classification actions to the college or university president and human resources director upon written agreement. All delegated classification actions are subject to audit by DSHR.

II Policy

- A. DSHR is responsible for establishing and maintaining a uniform Classification Plan that consists of:
 - 1. all approved classes of positions;
 - 2. the allocation of each position to its proper class;
 - 3. the class specifications for all approved classes of positions; and
 - 4. policies governing the administration of the Classification Plan.
- B. A class will be established by DSHR for each broad category of work and its level of difficulty and responsibility.
- C. Each class will be defined by DSHR by a class specification and will be assigned to an appropriate pay band and alphanumeric class code.
- D. The Office of Human Resources will be responsible for assigning classifications based on the class specifications and university needs.



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- E. The Office of Human Resources will represent Lander University in all official actions with DSHR. All actions, inquiries, exceptions, and appeals concerning the Classification Plan must be directed to the Office of Human Resources.
- F. FTE positions may not be allocated to a class that has not been approved as part of the Classification Plan.
- G. No action can be taken by any university office or department to fill an FTE position until it has been classified in accordance with the Classification

III Administration of the Classification Plan

- A. Within the limits of state regulations, policies, and procedures for the Classification Plan, the Office of Human Resources will have the responsibility for the administration of the Classification Plan.
- B. The initial classification of positions and the reclassification of positions must be approved by the Office of Human Resources prior to any action being taken by the university to fill or alter a position or to effect other personnel changes.
- C. Periodic studies of classes of positions may be conducted by the Office of Human Resources to ensure that the Classification Plan is current and uniform.
- D. Descriptions and supporting documentation must be submitted by university division managers to the Office of Human Resources in order to maintain the Classification Plan. An audit of any position may be required.

IV Classification of New Positions

- A. All classified FTE positions must first be authorized by the appropriate state funding authority.
- B. Each position must then be classified by the Office of Human Resources before any action is taken to fill the position.

V Reclassification of Positions

- A. An existing classified FTE position may be reclassified from one class to a different class as a result of a natural progression or an organizational change in the duties and responsibilities of the position.
- B. When reclassifying an existing classified FTE position, the assignment of any new duties or responsibilities should not have the effect of creating a new classified FTE position.
- C. The Office of Human Resources will evaluate all reclassifications.

¹ State Human Resources Regulations Section 19-701.06 A:

https://www.admin.sc.gov/sites/default/files/state_hr/State%20Human%20Resources%20Regulations.pdf