



Policy Chapter: Chapter 5 Human Resources

Policy Number and Title: 05.037 Classification of Jobs

I. Policy Statement

The University of North Texas strives to provide an equitable, effective, and consistent method of evaluating positions to determine the appropriate salary range and job title in the staff classification system.

II. Application of Policy

All staff employees.

III. Policy Definitions

A. Classification

“Classification,” in this policy, means a group of positions with the same job title, pay grade, and Fair Labor Standards Act (FLSA) exemption status that perform substantially the same kind of work with equivalent levels of complexity and responsibility.

B. Classification Analysis

“Classification Analysis,” in this policy, means the systematic process of evaluating the duties, responsibilities, scope, and complexity of a position to determine the appropriate salary range and job title for each position.

C. Classification System

“Classification System,” in this policy, means a framework used to arrange positions into groups based on similarities of purpose, level of responsibility, competencies, the working conditions involved, and other common factors.

D. Competencies

“Competencies,” in this policy, means the knowledge, skill, ability, education, training, experience, and capabilities necessary to perform the tasks required in a position.

E. FLSA Exemption Status

“FLSA Exemption Status,” in this policy, means the determination made by Human Resources as to whether a job is exempt from the overtime pay, minimum wage, and record keeping provisions of the FLSA. The FLSA exemption status can be either exempt or non-exempt.

F. Job Code

“Job Code,” in this policy, means the numerical identifier assigned to a classification.

G. Job Title

“Job Title,” in this policy, means the official title assigned to a classification.

H. Pay Grade

“Pay Grade,” in this policy, means the numeric identifier assigned to a specific salary range.

I. Pay Plan

“Pay Plan,” in this policy, means the list of job titles, job codes, pay grades, salary ranges, and other related attributes.

J. Salary Range

“Salary Range,” in this policy, means the range between the minimum rate of pay and the maximum rate of pay that is associated with a unique pay grade in the Pay Plan.

K. Staff Employee

“Staff Employee,” in this policy, means an individual who is employed part-time, full-time, or in a temporary capacity. “Staff employee” does not include faculty, employees under contract, or individuals who are required to be students as a condition of employment.

IV. Policy Responsibilities

A. Human Resources

Human Resources shall administer the staff classification policy and program, by:

- ensuring that compensation and classification actions are administered consistently throughout UNT in compliance with policy, procedures, and the [UNT System Enterprise Staff Compensation Guidelines](#) (Guidelines);
- establishing and maintaining the UNT Pay Plan; and
- conducting classification analyses for new and existing positions through review of job responsibilities and required competencies.

1. Job Classification

Positions which involve substantially the same kind of work, equivalent levels of complexity and responsibility, and require comparable experience and training, will be grouped together into a single job classification utilizing the same job title, FLSA exemption status, and pay grade.

- a. A change in classification, referred to as a reclassification, must demonstrate permanent, substantial changes in the duties, and responsibilities of a position. A reclassification can result in a pay grade that is higher, lower, or the same as the previous pay grade.
- b. Employees whose classification has changed will be eligible for continued employment in their position provided they meet the minimum qualifications for the new classification. An employee who does not meet the minimum qualifications for the new classification will be subject to termination of

employment.

- c. When a change in classification is effective, the employee's compensation shall be reviewed as described in the [Guidelines](#).
- d. Classification descriptions will document representative tasks, minimum qualifications and other competencies required for the classification, and are broad in nature to provide for potential differences in work between individual positions within a classification.

2. Creating and Maintaining Official Job Titles

Official job titles shall be used by Human Resources on all official records and publications.

- a. An alternate or working job title that is more descriptive of the position may be used if it is necessary to achieve a business objective and is not used as an official job title for another classification.
- b. An alternate or working job title must be approved by Human Resources prior to being used and recorded in the enterprise information system.

B. Supervisors

Supervisors are responsible for ensuring consistent application of this policy by:

1. understanding policy, procedures, and [Guidelines](#) related to classification of positions;
2. ensuring equity in the request of review of evaluation of jobs;
3. consulting Human Resources and requesting a classification analysis when the responsibilities, requirements, and complexity of a staff position significantly change on a permanent basis and the current classification is no longer reflective of the work being performed;
4. ensuring that all position descriptions are on file with Human Resources;
5. updating position descriptions so they are reflective of the work that is expected of the position by providing job details including job duties and preferred qualifications specific to each individual position;
6. ensuring there is sufficient funding for all classification actions; and
7. informing employees about changes in classification and compensation.

V. References and Cross-References

[Fair Labor Standards Act](#)

[Regents Rule 05.500, Classified Compensation Plan](#)
[UNT System Enterprise Staff Compensation Guidelines](#)
[UNT Policy 05.038, Compensation Administration](#)

VI. Revision History

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