



Policy Title:	Classification Plan for Classified Full-Time Equivalent (FTE) Positions
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Policy Management Area(s):	Human Resources and Equal Opportunity

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SUMMARY:

This policy describes the establishment, maintenance and administration of the Classification Plan for all classified full-time equivalent (FTE) positions, pursuant to section 19-702 of the human resources regulations of the Division of State Human Resources (DSHR).

POLICY:

- I. The Division of State Human Resources (DSHR) is responsible for establishing and maintaining a uniform Classification Plan that consists of:
 - A. all approved classes of positions;
 - B. the allocation of each position to its proper class;
 - C. the class specifications for all approved classes of positions; and
 - D. policies governing the administration of the Classification Plan.

- II. A class will be established for each broad category of work and its level of difficulty and responsibility.
- III. Each class will be defined by a class specification and will be assigned to an appropriate pay band and alphanumeric class code.
- IV. Coastal Carolina University's Office of Human Resources and Equal Opportunity (HREO) will be responsible for assigning classifications based on the class specifications and University needs.
- V. HREO will represent Coastal Carolina University in all official actions with the DSHR. All actions, inquiries, exceptions and appeals concerning the Classification Plan must be directed to HREO.
- VI. FTE positions may not be allocated to a class that has not been approved as part of the Classification Plan.
- VII. No action can be taken by any University department or administrative unit to fill an FTE position until it has been classified in accordance with the Classification Plan and authorized for use by HREO.
- VIII. HREO has delegated authority for the administration of the Classification Plan. All University classification actions are subject to audit by the DSHR.
- IX. Administration of the Classification Plan
 - A. Within the limits of state regulations, policies and procedures for the Classification Plan, HREO 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 HREO 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 will be conducted to ensure that the Classification Plan is current and uniform.
 - D. Descriptions and supporting documentation must be submitted in order to maintain the Classification Plan. An audit of any position may be required.
- X. Classification of New Positions – All classified, FTE positions must first be authorized by the appropriate funding authority. Each position must then be classified by HREO before any action is taken to fill the position.
- XI. 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 new duties or responsibilities should not have the effect of creating a new position.
- C. HREO will evaluate all reclassifications.