

## Checklist for ASF Range Assignment/Reassignment Request

The following checklist is to be used to ensure the appropriate documentation is submitted at each of the steps for an ASF salary range assignment/reassignment.

SUPERVISOR/INCUMBENT
<input type="checkbox"/> <b>Consult with <a href="#">Campus HR</a></b> <ul style="list-style-type: none"> <li>• Identify appropriate bargaining unit for the new/vacant position</li> <li>• If position is ASF, ensure Supervisor and Incumbent understand the position range assignment/review process</li> <li>• Obtain copy of prior position description for packet (if applicable)</li> </ul>
<input type="checkbox"/> <b>Complete <a href="#">Supervisor cover memo</a> explaining:</b> <ul style="list-style-type: none"> <li>• New position: What is being requested? What is the need for the position? What is the impact on the other positions in the unit?</li> <li>• For continuing positions: What is being requested? Why has the position changed? How has the position changed? What is the impact of the change on the other positions in the unit?</li> </ul>
<input type="checkbox"/> <b>Update, sign and date <a href="#">position description</a></b> <ul style="list-style-type: none"> <li>• Signatures required: Hiring supervisor, appropriate University VP/designee and Incumbent (if applicable). Signature signifies approval.</li> </ul>
<input type="checkbox"/> <b>Update <a href="#">organization chart</a></b> <ul style="list-style-type: none"> <li>• Include at least 2 levels above and below the position being reviewed</li> <li>• Include the following for each position on the chart: Working title, Incumbent's name, Current job class or salary range, Position Control Number (PCN), (FTE)</li> </ul>
<input type="checkbox"/> <b>Submit complete audit packet to Human Resources</b> <ul style="list-style-type: none"> <li>• Supervisor cover memo</li> <li>• Signed and dated position description</li> <li>• Organization chart</li> <li>• Prior position description (if applicable)</li> </ul>

CAMPUS HR
<input type="checkbox"/> <b>Review audit materials</b> <ul style="list-style-type: none"> <li>• Log audit request in campus classification log</li> <li>• Is the packet complete? Memo, signed PD, Organizational chart, prior PD...</li> <li>• Does the PD accurately reflect the job?</li> <li>• Does the position meet the <a href="#">statute definition for academic</a>? <i>If no, notify hiring supervisor and revise materials and submit audit using appropriate job review/audit process.</i></li> <li>• Is there a substantive change in the level of work of the position over time since the last review of the position?               <ul style="list-style-type: none"> <li>○ If no, notify hiring supervisor and discuss whether to proceed with audit.</li> <li>○ If yes, note date of receipt of complete documentation</li> </ul> </li> </ul>
<input type="checkbox"/> <b>Schedule CEC meeting</b> <ul style="list-style-type: none"> <li>• Invite Hiring supervisor/Incumbent, ASF CEC Representative, and a trained Hiring supervisor to CEC meeting</li> <li>• Advise all parties on CEC process</li> </ul>

## CAMPUS HR (cont.)

- Send CEC materials to CEC Committee with time to review**
  - Submitted audit materials
  - Matrix
  - Evaluation form
- Facilitate CEC meeting**
  - Collect completed CEC individual and group evaluation worksheets, summary of CEC discussion of any issues regarding the review, additional materials used by hiring supervisor/incumbent during CEC presentation
- Complete [FLSA exemption test form](#)**
- Prepare [job audit cover sheet](#)**
- Submit all CEC range reviews to System office HR for review and include:**
  - Hiring supervisor memo
  - Updated signed and dated position description (with Hiring supervisor, Incumbent, & University designee signatures)
  - Updated organization chart
  - Prior position description (as applicable)
  - Audit cover sheet completed by Campus HR (with potential back pay date noted)
  - FLSA exemption test form completed by Campus HR (signed and dated)
  - Completed CEC individual and group evaluation worksheets
  - Summary of CEC discussion of any issues regarding the review
  - Additional materials used by hiring supervisor/incumbent during CEC presentation
- Notify**
  - In writing, Hiring supervisor/Incumbent and CEC members of System office determination
  - Provide [ASF Range Assignment Appeal Process Guidelines](#)
- If Hiring supervisor/Incumbent decide to appeal**
  - Ensure appeal information submitted to System office HR within 30 days of final determination notice
  - Notify Hiring supervisor/Incumbent of SEC date/time.
  - Listen to SEC presentation made by Hiring supervisor/Incumbent. Answer questions if necessary
  - Notify, in writing, Hiring supervisor/Incumbent of SEC approval or denial

## CAMPUS EVALUATION COMMITTEE (CEC)

- Review audit materials
  - Hiring supervisor memo
  - Updated signed and dated position description
  - Updated organization chart
  - Prior position description (as applicable)
  - Audit cover sheet
- Before the CEC meeting, each committee member completes an individual worksheet with salary range recommendation and explanation for each factor noted
- CEC meets and listens to Hiring supervisor/Incumbent presentation  
Each CEC member will take time to make any final edits to their individual worksheets based on the information heard
- CEC discusses and completes group evaluation worksheet with explanation for each factor AND final recommendation for salary range noted  
CEC summarizes discussion of any issues regarding the review to be included with the full review/audit packet submitted to the System office