

# Position Management



# Position Management

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There will be time for specific questions and feedback!

# Position Types

## **PIN Positions**

A PIN position is meant for regular employees recognized by the State of Maryland. PIN positions can be non-exempt or exempt, full-time or part-time, faculty or staff and follow the legally mandated distinctions in the Fair Labor Standards Act (FLSA 29 U.S.C). PIN positions are eligible for all benefits offered by the USM, based on percentage of time worked.

## **Contingent Positions**

Contingent positions provide non-regular employment for non-exempt or exempt positions within the USM system. Contingent employment, compensation, terms and conditions of employment are governed by a written agreement (contract) and the [BOR-USM Policy VII – 1.40](#).

Contingent positions fall in the contingent I or contingent II category and follow applicable Federal and State of Maryland Equal Employment Opportunity and Affirmative Action laws and other applicable USM employee policies.

# Position Types

## **Contingent I Category**

The Contingent I category (CI) is defined as any contingent employee whose written agreement (contract) is for a term of six months or less regardless of the percentage of time worked. Generally, CI employees are used for seasonal or intermittent/ad hoc work as needed. Since these positions are temporary in nature, there is no search required for CI positions and these employees are not entitled to receive fringe benefits.

Contingent I employees can be part-time or full-time, exempt or non-exempt. Part-time contingent I contracts may be renewed indefinitely by executing new contracts of up to six months. Full-time CI contracts (20 hours or more per week) are limited to two 6month contracts in a 12month period. At SU, contingent I contracts are most commonly issued for administrative support and/or adjunct positions.

## **Contingent II Category**

The Contingent II category (CII) is defined as any contingent employee whose written agreement (contract) is for more than six months, but no more than 12 consecutive months. CII employees can be full-time or part-time, exempt or non-exempt. This category is not meant for seasonal or intermittent/ad hoc work.

Contingent II employees are required to be hired through a competitive recruitment and selection process and are eligible for certain benefits depending on their contract terms. CII employees are entitled to receive service credit for the time served in this category, if appointed, without a break in service, as a regular employee (PIN).





# Position Types Continued...

## **Evergreen Positions**

Evergreen positions are a type of position in the contingent I category that are in a constant state of hire and therefore require an open job posting at all times. This technique is used to develop pools for hire and streamline the hiring process.

Currently at SU, we consider the following CI positions as evergreen: Adjuncts, Students, Housekeepers, and Food Service Aids.

# Position Management Map

	PIN Positions	C2 Positions	C1 Positions
<b>Position Requirements</b>	Regular Positions Full-Time or Part-Time Eligible for Full Benefits Competative Search Required PRF Process Required for all New, Backfills, or Adjustments.	Non-Regular Positions Full-Time or Part-Time Eligible for all Benefits except Retirement Competative Search Required PRF Process Required for all New or Changed Positions. Contract Process for Renewals.	Fixed-Term Positions Full-Time or Part-Time Eligible for Sick and Safe Leave Only Competative Search not Required PRF Process Required for all New or Changed Positions that are not evergreen. Contract Process for Renewals.
<b>Faculty Position Types</b>	Tenured Faculty Tenure-Track Faculty	Non-Tenure Track Faculty	Adjuncts (Evergreen)
<b>Staff Position Types</b>	Exempt and Non-Exempt Positions Union and Non-Union Positions	Exempt and Non-Exempt Positions Non-Union Positions Only	Non-Exempt Positions Only Non-Union Positions Only
<b>Students</b>			Student Employees (Evergreen)



# Position Request Process

*Essentially the same steps for both posting and reclass.*

**Step 1:** Organizational Design & Position Request Development

**Step 2:** Position Review

## **Review Requirements**

HR Review: Determines the classification and associated salary that supports equity across the institution.

Finance Review: Determines if there are funds available and if the request provides suitable return on investment.

Cabinet (VPAF) Review: Determines the appropriateness of dedicated resources.

**Step 3:** Position Processing



# The Position Request Form

DEMO!

SALISBURY UNIVERSITY POSITION REQUEST FORM		Position Request Type		Choose an item.
<b>A. General Information</b> <i>This form should be completed after an organizational planning discussion with your departmental manager and VP. If supported, you should provide details about the position you are requesting below. This information will be reviewed by HR, Finance and approved or denied by the VPAF. If approved, your position will be posted or changed by the Human Resources Department.</i>				
Name of Incumbent (if any):				
Pin Number (if any):		Internal Title:		
Supervisor Name:		Department:		
Work Location:		Essential or Non-Essential:		
Exempt or Non-Exempt:		Faculty or Staff:		
Professional Level:		Choose an item.	Contract Type (if any):	
Full Time or Part Time:		Work Hours per Week:		
Current Salary Budget:		Funding Source (Grants, Foundation, etc.):		
Justification and Background Notes:  If you anticipate a salary budget that is higher than the current <u>budget</u> please include the request for additional funding here.		Note: Academic Affairs requests require an additional justification form.		
Vice President Approval of Request Required to Initiate Review:				

## B. Job Summary and Minimum Qualifications

*The job description defines the job classification and market salary. First, you should determine what the primary purpose of this job is and set minimum qualifications needed to complete the functions you outline. The information in this form is used to populate the job posting.*



# The Review Process

**HR Review:** Determines the classification and associated salary that supports equity across the institution.

- Using position description, matches 51% of duties to a job classification provided by USM.
- Uses USM pay grade associated with classification.
- Determines pay range within USM pay grade using CUPA Market Data and by conducting an equity analysis across campus.

**Finance Review:** Determines if there are funds available and if the request provides suitable return on investment.

- Review all available institutional and departmental funds.
- Measure the financial impact of the request and assess financial compliance.
- Prioritize the request based on the financial needs of the institution.
- Confirm specific salary amount and calculate associated fringe.

**Cabinet/VPAF Review:** Determines the appropriateness of dedicated resources.

- Decide if there is clear evidence that this request will support operations, increase enrollment, enhance the community or bring in additional funding.
- Assess if this request will result in a cost savings or operational efficiency.
- Assess the alignment of this request with strategic priorities.
- Determine if this organizational design is fair, manageable, and sound.

# Faculty, New C1 Staff & Grants

There are slight differences in the depth of review (like grants) or work with collaborative partners (like faculty).

## Faculty Example

### Step 1: Organizational Design & Position Request Development

-Faculty position requests are submitted to the Dean and discussed at the school level then brought to the Provost with a separate justification. If supported by Dean and Provost, the request moves into the position review step.

### Step 2: Position Review

HR: Determines the classification and associated salary that supports equity across the institution.

Finance: Determines if there are funds available and if the request provides suitable return on investment.

Cabinet (VPAF): Determines the appropriateness of dedicated resources.

### Step 3: Position Processing

-Once the review is completed, the review feedback is provided to the Provost and positions will be processed in order of the Provost's priority.

# Departmental Reviews

- When there are major departmental moves, a more formal review may be required.
- Additionally, sometimes one position request triggers another and this trickle down effect can lead to a more formal review of the department as a whole.
- Departmental restructures come directly to the VPAF. Together we will work on an organizational design that best fits current needs.
- We don't just want positions, we want the right positions!
- Please partner with me in this effort.



# Posting & Reclass Specifics

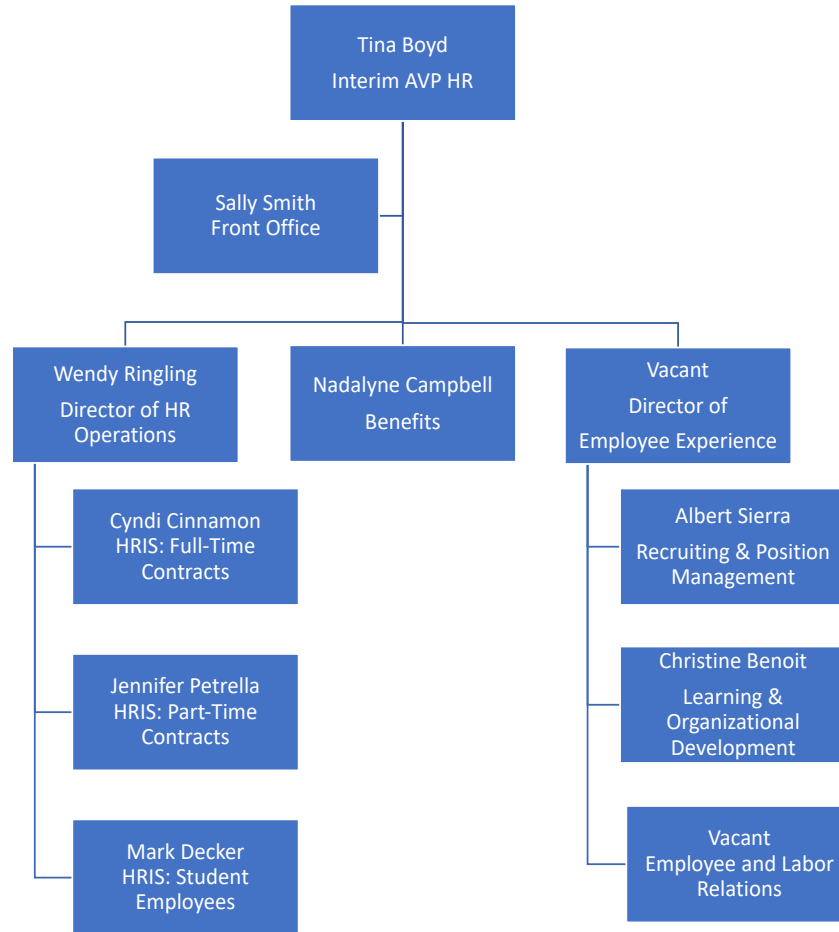
## Position Postings

- Right now positions are posted both internally and externally. Once we move to Workday we will have better options for posting internally or externally only.
- Posted positions are automatically posted on MD Workforce Exchange, Diverse Issues in Higher Ed and Higher Ed Jobs. They are also announced in the Friday's with the Flock HR email.
- There are additional paid posting options that can be discussed with the Recruiter and/or requested on the PRF.
- Once a position is posted, HR will send an email to the hiring manager with recruitment and interview material. We are in the middle of developing and updating this material.
- We are also currently working on the recruiting page so, stay tuned!

## Job Analysis and Reclassification (12mos)

- The position not the person!
- Significant and substantial evolution or structural changes that occur that were unforeseen at the time the employee accepted the position and are crucial to the mission and/or organizational effectiveness of the University.
- Currently still subject to the MOU process but working on it so, stay tuned!

# The HR Team



# The HR Goals

1. Organizational Structure
2. HR Service Delivery
3. Culture
4. Communication
5. Recruitment and Retention
6. Policy and Process





# Questions & Feedback



Thank  
You!