

Classification & Compensation Guidelines:
Position Description Library

All staff and faculty positions require a position description. An up to date, accurate position description is a critical component for:

- Setting clear expectations for newly hired employees
- Annual and ongoing performance evaluations
- Accurately benchmarking jobs to market data
- Determining FLSA exemption status
- Creating quality job advertisements
- FMLA eligibility and other types of long-term leave
- Employee discipline and remediation plans

A position description should be updated in the library in the following scenarios:

- The position is being reclassified and has new roles and responsibilities
- The position’s duties have evolved so that the current distribution of responsibilities is not accurate
- The qualifications, knowledge, skills, or abilities have changed for the position
- The physical demands or working conditions of the job have changed

The position description does not need to be updated if:

- Additional duties not specified in the description are 10% or less of the overall duties

To Access the Position Description Library:

1. Login to the myUVU portal (my.uvu.edu).
2. Click on “Employee Resources” on the left side of the screen, then click “Employee Services”.
3. Scroll down to the bottom of the Employee Services page and click on the “Position Description Library” link.

To Search the Position Description Library:

1. Access the Position Description Library.
2. On the main landing page, you can search for a position description by using the following fields:
 - a. Position Number
 - b. Title
 - c. Employee Classification
 - d. Status (Active/Inactive)
 - e. Effective date of most recent changes
3. Position description titles will show, as well as the position number and effective date of when the description was last updated.

Available Actions Within the Position Description Library:

Once you have searched and successfully found the position description, there are three available actions that can be taken:

1) View Position Description

- This will allow you to see all details of the description, as well as print from a printer-friendly view of the description.
- In addition to the position description details, this window will show the position change history, and also the individuals who were in the approval string for the current description details.

2) Update Position Description

- This allows changes to be made to the following sections of a position description:
 - Summary of Duties
 - Key Roles and Responsibilities
 - Knowledge, Skills & Abilities
 - Discretion & Independent Judgment
 - Financial Accountability
 - Minimum and Preferred Qualifications
 - Physical Demands
 - Working Conditions
- All required fields must contain information to successfully submit.
- When submitted, the description will route to the first and second level supervisors for approval.
- An in progress, or saved, description may only be accessed by the person who initiated the changes. No other individuals can access the changes until the changes are either approved or cancelled.

3) Copy Position Description

- Choosing this option allows you to copy the selected position description to another position by using the position number. This is useful when there are multiple positions that are identical.

Additional Information:

- If a position description does not exist in the library for a position number, you will need to contact the P&C Compensation team to request that a description be created.
- Approvers in a position description chain receive an automated email notifying them of the approval step, as well as a direct link to the description.
- If there seems to be any issues with the routing or approval string of a position description, please contact the P&C Compensation team

References:

- UVU Policy 352 – *Compensation for Non-faculty Employees*