Exempt Pay Policy VII-9.11(B) Revisions Frequently Asked Questions (FAQs)UMB POLICY ON PAY ADMINISTRATION FOR EXEMPT POSITIONS

Q: When is it appropriate to reevaluate an employee to a new job?

A: When an employee is authorized to assume new responsibilities that have evolved significantly and substantially beyond that of their current classification. The employee must meet minimum qualifications for the new job they are to be classified to, have been employed in their current classification for 12 months if in an exempt role (no time limitation is required for nonexempt reevaluations), and the action must be FTE neutral and not create the need to fill an additional FTE within the operational unit. Generally, there should not be other employees within the same unit that do not also qualify for the proposed reevaluated job.

Q: Is there a salary limitation on reevaluation requests?

A: There is no set limitation on salary changes that result from job change actions such as reevaluation. Salary determinations are made with consideration of the three UMB Pay Principles of equity (individual pay), competency (internal job value), and market data (market-based value) as described in Policy VII-9.11(B) 3). Reevaluations are not guaranteed to result in a salary change.

Q: Can an employee be reevaluated to a position if they do not meet the minimum qualifications as established in the job description?

A: No. The minimum qualifications set the minimum amounts of education, experience, and/or certifications/licensure needed to successfully complete job-related requirements of a job. If a reevaluation is denied due to the employee in question not meeting minimum qualifications, the request may be resubmitted at a later date once the employee meets the minimum qualifications. All other criteria for reevaluation must also be met to approve the request.

Q: Following an employee being reevaluated, can a second employee be reclassified into the position that was vacated by the first employee?

A: The initial reevaluation should have the job the employee is currently in be absorbed into the responsibilities of the new job. The second reevaluation can proceed if the second employee’s functions have been authorized to significantly and substantially evolve to that of another job, and the second reevaluation is also FTE neutral to not create the need for a new FTE in the operational unit. All other criteria for reevaluation must also be met for both reevaluations.

Q: Can an employee that was hired 6 months ago into an exempt job be reevaluated to the next level position if they meet the minimum qualifications and are performing responsibilities consistent with the next level position?

A: No, not until the employee has been in their current position for at least 12 months. All other criteria for reevaluation must also be met once at least 12 months in the current position that is achieved.

Q:  Why is it required that the employee have 12 continuous months of service in a position before they are eligible for reclassification review?

A:  An employee who assumes a new position will need to become proficient and fully competent in the new position in the department before future changes can occur.

Q: Are reevaluations permitted if the original position occupied by the reevaluated employee is going to be backfilled through subsequent recruitment?

A: No, this would constitute a situation that is not FTE neutral. Reevaluation is only permitted if FTE neutral.

Q: Is there a pay grade limitation on which positions can be reevaluated compared to those that require posting?

A: No, there is no limitation on pay grade for reevaluation. Positions at and above the Associate/Assistant Vice President or Dean level requires the President’s approval, but if approval is granted can be filled through reevaluation.

Q: Can an employee be reevaluated to the position they have served in an acting capacity assignment?

A: No, jobs filled by acting capacity assignments require competitive recruitment to fill as a regular, ongoing position.

Q:  Why does a role need to be posted for acting roles?

A:  Employees are assigned temporary acting roles to cover for vacancy.  The employee assigned typically has not previously assumed the duties of the new position and is learning the new position.  Sometimes duties are reassigned to others and other times there is still guidance for the employee to ensure they are fulfilling the needs of the new position.  The policy requires these positions to be posted.  Temporary acting appointments have a maximum of one year.

Q: Can an employee be reevaluated into a new job that does not retain or evolve their prior responsibilities?

A: No, a competitive recruitment should occur if the job and the employee’s new primary duties do not absorb the duties of their current job. A reevaluation needs to demonstrate that the duties and essential functions of the current position are absorbed into the reevaluated role.

Q: Can an employee be reassigned to a new department, supervisor, and remain in the same job? Would they be eligible for salary increase?

A: Reassignments are generally used for department or supervisor changes. Reassignment changes do not result in salary change. If significant and substantial change in responsibilities occur other mechanism such as reevaluation or acting capacity actions may be a more appropriate actions that can result in salary change if appropriate.

Q: What if an employee’s salary is below at the 90th percentile of the median market?

A: Some markets are moving very fast and if an employee was hired at or above the 90th percentile of the median market, the market may have changed.  A full review of individual pay, internal job value, and job’s market pay is done for each new hire.  Regular and C2 employee’s salary are reviewed annually by Central HR and fiscal year recommendations are made.  At any time, employees can discuss their salary with their supervisor and the supervisor can request an equity review to Central HR.

Q: Why are some jobs required to be posted and others don’t have to be posted?

A:  UMB is committed to providing opportunities to our employees.  UMB has an extensive career hierarchy system that allows employees to move to other jobs vertically or sometimes horizontally towards their professional goals.  Sometimes, there are others in the department or business unit that also have similar career path objectives, and to provide all employees the opportunity for advancement, the job is posted.  An employee whose current duties are absorbed into a different job with a change in scope, impact, complexity, responsibilities, and accountability may be reevaluated -therefore the employee is doing a majority of the current job and future job functions.