

The University of Akron  
**POSITION AUDIT PROCEDURES**

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**Purpose**

The University of Akron has established a position audit program to provide employees with an opportunity to request a review of the classification and grade for their current position.

**Eligibility**

All employees not serving a probationary period are eligible to request a position audit. An employee serving a probationary period must wait until after the probationary period is completed before requesting an audit.

An employee may request only one position audit per year unless the employee provides, at the time of request, documentation showing that the duties of the position have been substantially changed since the date of the completion of the previous audit. The "one-year period" is defined as one calendar year from the date that appears on the original notification letter of the most recent position audit.

**Procedure**

An employee electing to request a position audit must follow the steps outlined below:

1. The employee or supervisor can obtain an audit form titled "Position Description/Audit Questionnaire" from the Human Resources Classification Services website or by calling Human Resources (ext. 6702) for a form.
2. All questions on the audit form must be answered. Responses should be typed or printed clearly using **black ink**.
3. Prior to routing the audit form to Human Resources, the employee must arrange a meeting with his/her immediate supervisor to review the completed questionnaire and obtain his/her supervisor's approval. Upon completion, the audit form must be signed and dated by the employee and supervisor indicating that, unless as noted, this document is an accurate description of the employee's current position duties. The questionnaire cannot be reviewed by Human Resources until an agreement between the employee and supervisor has been reached regarding the accurate description of duties. If the employee and supervisor are unable to reach an agreement, Human Resources will serve as an impartial third party to assist in resolving the conflict.
4. Supervisors or managers should not change or erase the employee's responses; however, comments may be provided in the margins next to the employee's responses and initialed in colored pen or pencil. Supervisors should use **red ink**; managers at the next level should use **blue ink**.
5. To be considered "complete", the employee, the employee's immediate supervisor, and the second level supervisor must sign the position audit form; and, an organization chart plus any other supporting documentation must be included. *The entire package should be forwarded to **HR-Classification Services, campus zip 4730**.*
6. Upon receipt of the position audit form, HR-Classification Services will send an acknowledgement to the employee and his/her immediate supervisor, department head, dean/director and vice president.
7. HR-Classification Services will review the position audit form and will contact the employee or employee's supervisor if further clarification of duties and responsibilities is needed. HR-Classification Services will then review the position audit form and determine whether the position is assigned the proper classification or if the position should be reclassified. **This review may result in a higher or lower classification, a lateral move or no change.**

8. The results of the review, including the financial impact, will be sent to the employee's department head, dean/director and vice president for review and approval. The department head is required to include the additional resources necessary to fund the reclassification, and route the necessary paperwork through the reporting structure to secure final approval. If funds are not available or the reporting structure does not approve the reclassification and additional duties, the employee will be required to remain in his/her current classification and perform the duties as indicated in their current classification specification.
9. HR-Classification Services will notify the employee and their supervisor regarding the results of the position audit.

### **Effective Date of Position Audit Results**

Whenever a position is reclassified to an existing job title and grade which has been Board approved and filed with the State, the effective date of such change shall be the beginning of the pay period following receipt of the *completed* audit form in HR - Compensation.

### **Position Audit Appeals**

1. An employee who is not satisfied with the results of the audit may request a review of the original determination within ten (10) days. This review must be requested in writing to HR-Classification Services who may request additional information and/or perform a desk audit.
2. After review and final determination by HR-Classification Services, if still not satisfied, a **classified** employee may within thirty (30) days of such final notification, appeal the audit results to the state personnel board of review.

### **Cancellation of Position Audit Requests**

Requests for audits will be deemed cancelled if:

1. The party requesting the audit submits a written withdrawal of the request. Note audit requests may be withdrawn any time until the final notice of classification is mailed.
2. Position audits will not be performed on positions that are vacant or while an incumbent is assigned to a temporary work level or on an interim basis, on a leave of absence, or is receiving disability leave benefits.

Last update: 6/1/05