

M E M O R A N D U M

To: Staff Association and Professional and Administrative members of CLAS

From: Joe Kieleszewski, Administrative Manager, CLAS

Subject: CLAS Policy on submitting Hay Questionnaires and delegating of essential job functions from one staff member to another within your department/program

Date: May 19, 2008

This is a reminder that if you have an employee within your department that wishes to have their position reviewed by the Department of Classification and Compensation, the Hay Questionnaire needs to be submitted to me prior to it being submitted to the Classification and Compensation Department. Our office cannot make changes to the questionnaire but here are some of the reasons why it is important that the questionnaire be submitted to the Administrative Manager prior to Class and Comp:

1. An upgraded position has budget implications.
2. An upgrade for one person may possibly eventually lead to a downgrade for another person within the department.
3. Essential job functions (as noted in the position's job description) being removed from one staff person and given to another requires dean's office approval and management of the College reserves this right. In addition, this review by the Dean's Office is to ensure that one staff member within the department is not taking advantage of another by "unloading" some of their work or coercing another individual. In cases where a staff member feels that they have too much work that they cannot manage, they should discuss the matter first with their supervisor. If the workload issue cannot be resolved between the staff member and the supervisor, the employee should contact the Administrative Manager of the College to seek a desk audit.
4. An exaggerated Hay Questionnaire can lead to an embarrassing desk audit/interview for both the employee and the supervisor. In addition, when one staff member exaggerates their Hay

Questionnaire and their supervisor signs-off, the Class and Comp Analyst may begin to question the integrity of that questionnaire or possibly all Hay Questionnaires that eventually comes from a particular department. This could hurt staff that truly deserves of an upgrade if the Class and Comp Analyst is having difficulty on sorting out the employee's true essential job functions. In addition, our office eventually receives the Hay Questionnaire from Class and Comp even if you by-pass our office. The Class and Comp Department also sometimes sends us questions pertaining to the information that was provided on the questionnaire. The Hay Questionnaires that have by-passed our office are in many cases the ones that are exaggerated in the first place.

Finally, on the other hand we've seen some poor Hay Questionnaires that by-passed the dean's office for some staff that truly deserved to be upgraded but were not because they did not know how to properly complete a Hay Questionnaire. I am more than willing to help and consult with staff that are deserving of a permanent or temporary upgrade. In addition, it is our office's responsibility to try to maintain internal equity throughout the college for staff. The Hay Questionnaire is an important process to try to maintain equity.

Thank you for your cooperation.

Posted to the Web 5/19/2008