

Guidelines for the Reuse of Position Numbers

Salary and Headcount Working Group

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Background: Every position in the university is assigned a number that is used in SAP to identify individual positions within the university. In general, each employee will have a unique position number. Reusing position numbers appropriately will allow us to more accurately identify open positions, new positions, and replacements, and to track changes to the workforce over time. This guide is intended to serve as a resource for when to reuse a position number. *The normal procedure should be to reuse position numbers when at all possible.* This guide addresses the more common scenarios. When in doubt or for situations not addressed here, consult with your DBO or HR Office for guidance.

When to Reuse a Position Number:

1. Faculty
 - a. *Faculty should keep their position number as they progress from rank to rank. Use the Position Maintain ISR to change the rank as needed. This includes changes to faculty track (tenure track vs. non tenure track).*
 - b. *For existing paid university faculty, joint/secondary appointments should be added in the faculty infotype and not as an additional position.*
 - c. *For Faculty that serve an administrative role on a rotational basis (for example: Department Chair or Vice Provost for Faculty), continue to utilize the original position number.*

2. Non-faculty

- a. *Non-faculty positions that are reclassified should maintain the same position number.*

A reclassified position is a position where the job duties of an existing staff member have changed resulting in a change in the position's job classification. The job classification change may include changes to the position's job code, job title, role, level and/or salary range. The decision to reclassify a position is made outside of the staff requisition process.

- b. *Positions that are posted using the staff requisition process can be either be a Direct Replacement, Restructured Position or a New Position. The staff requisition process is used when a position is or will be vacant by the time a new hire starts. An exception to this may occur when there is a need for a terminating employee to overlap with a new hire for training purposes.*
 - i. *Direct Replacements – A position is a direct replacement if the job duties of an existing position remain exactly the same as before. Other changes to the position including but not limited to employee group, supervisor, work schedule, budget lines, work location may be involved with a direct replacement. The position number should be reused for direct replacements.*

- ii. Restructured Positions – A restructured position is one in which the job duties have changed and the job classification of the position (i.e., job title, role, level, salary range) is reviewed by Human Resources for changes, if appropriate. *The position number should be reused for restructured positions.*

A restructured position is similar to a reclassified position except that the reclassified position occurs to an existing employee and the restructured position occurs to a vacant position. See Special Case #5 below for recommended procedures for restructured positions where there will be an overlap of the terminating employee and the new hire.

- iii. New Positions – A new position is a position that has not existed before in the department. It may be assigned the same job title as other positions in the department. *A new position must be created in SAP and a new position number will be assigned to the position.*

When to Create a New Position Number:

1. *Changes to the personnel subarea that result in changes to staff type should have a new position created.* For example, any changes *between* the groups listed below (e.g., Staff to Faculty), should result in a new position being created. The old position should be delimited unless there are plans to fill the position in the near future.
 - a. Executive (U001, U021)
 - b. Faculty (U010, U020, U002)
 - c. Staff (U003, U004, U005, U006, U015, U016)
 - d. Bargaining Unit (U009)
 - e. Student (U007, U008, U011, U012, U013, U014)
 - f. Non-employee (U097, U098, U099)
2. Non-paid faculty with affiliations with the University should have a position created.

Special Cases

1. Positions may be moved between JH entities (i.e., organizational transfers) as well as shifted between org units as needed without creating a new position.
2. Positions may be moved between employee groups (full time, part time, limited and casual) without creating a new position.
3. Positions may change job classification without creating a new position. For example, a position may change from Director to Coordinator and continue to use the same position number.
4. Existing faculty and staff that teach additional courses in the part time schools (EP and AAP) or have concurrent employment should have an additional position created.

5. Overlap with the terminating and new hire - It is not uncommon for a terminating employee and the new hire to overlap for a short period of time for training purposes.
 - a. If there are no changes in the position other than salary between the terminating and new hire, both should be placed in the existing position.
 - b. For restructured positions in which there is a change in the position (including job classification, job code, personnel subarea, employee group) between the terminating employee and the new hire, the terminating employee should be moved into a new position (use a position copy ISR). The existing position should be modified and the new hire placed in the existing position. When the terminating employee has left the university, the position should be delimited unless it is expected to be filled by another person.