

PD FAQ's

LEHIGH
UNIVERSITY

What you need to know about
the position evaluation
process

What is a significant change?

- New responsibilities that are significantly different from current duties.
- Change in job content
- Change in required education or years of experience

What is not a significant change?

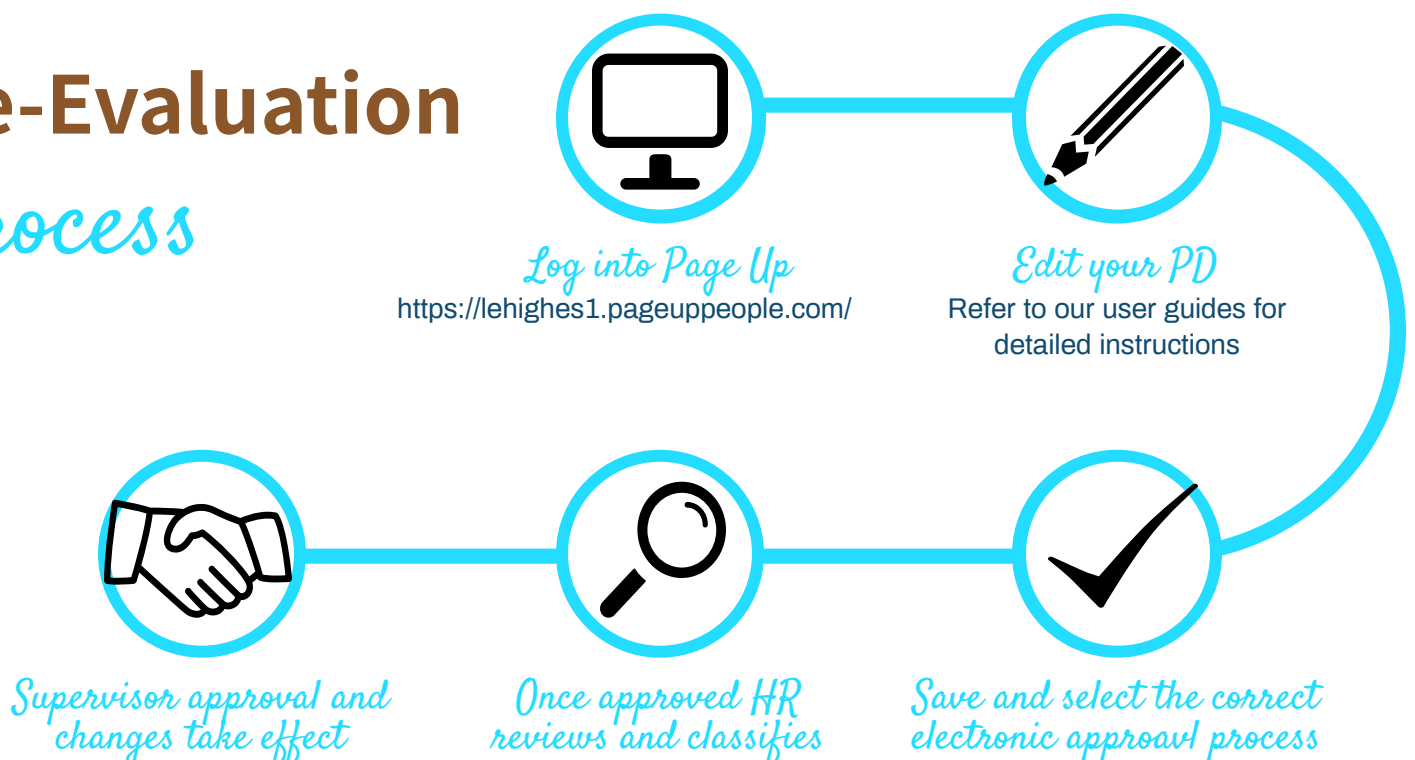
- Change in hours or schedule
- Adjusting language with the same meaning
- Adding more of the same type of work; i.e. Writes two newsletters rather than one

Why is it important to have the updates reviewed by my manager before submitting to HR?

- Each position is unique and has a purpose, all changes must be in line with what your supervisor's needs are for the department
- Address any discrepancies between views
- Gain a clear picture of how these changes fit into the bigger picture

Re-Evaluation

Process



To classify HR uses a **market reference job evaluation system** which helps us to determine FLSA status and appropriate pay grade

#WHEREPASSIONMEETSPOSSIBILITY