



*University Staff/American Federation of State, County
and Municipal Employees AFL-CIO (AFSCME)*

SUBJECT (R*) CLASSIFICATION REVIEW (AFSCME)	EFFECTIVE DATE (R*) June 2, 2017	POLICY NUMBER (O*) 1725.057
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POLICY STATEMENT (R*)
<p>Classification Review:</p> <p>When the University determines that a revision of a class specification for bargaining unit positions is needed, and such revision affects the collective bargaining unit designation, it shall notify AFSCME in writing of the proposed change. AFSCME shall notify the Vice President for Human Resources or designee, in writing, within fifteen (15) days of receipt of the proposed changes, of any comments it has concerning the proposed changes or of its desire to discuss the proposed changes. If following such discussion, AFSCME disagrees with the designation it may request the Florida Public Employment Relations Commission (PERC) to resolve the dispute through unit classification proceedings.</p> <p>Work in a Higher Classification:</p> <p>An employee who is designated by the appropriate supervisor to perform temporarily a major portion of duties of a position in a higher classification than the employee’s current classification shall be eligible for a pay increase for the period of time such duties are assigned, provided that such duties are performed for a period of more than twenty-two (22) working days within any six (6) consecutive months.</p>

REASON FOR POLICY (O*)
To provide a means for management to address changes in a position classification.

HISTORY (R*)
Adopted: August 19, 2013; June 2, 2017.

<p>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)</p> <p>Division of Human Resources Florida International University</p> <p>RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)</p> <p>Compensation Administration Division of Human Resources 11200 S.W. Eighth Street, PC 226 Miami, Florida 33199 Telephone: (305) 348-2181</p>	<p>The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at www.policies.fiu.edu.</p> <p>For any questions or comments, the “Document Details” view for this policy online provides complete contact information.</p>
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***R = Required *O = Optional**