

INSTITUTIONAL POLICY: PE - 02A

CATEGORY: Personnel

SUBJECT: Position Audit

EFFECTIVE DATE: July 13, 1994

LAST REVISION DATE: [N/A]

In an effort to ensure that all classified employees at the West Virginia School of Osteopathic Medicine occupy positions which are properly classified within the guidelines of the Board of Trustees, position audits will be performed under the following circumstances:

1. When there is an approved change in the position description;
2. When a new position is created; or
3. When an employee requests in writing and with sufficient justification that his/her position be reviewed.

The Director of Human Resources is responsible for the performance of these audits. Any change in position title and/or pay grade is subject to review and approval by the Job Evaluation Committee created under Series 62 of the University System of West Virginia Board of Trustees.