

# Position Control Guidelines and Process

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# Agenda

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- Position Control Overview
- Position Funding Type Rules and Examples
- Additional Headcount vs Position Change
- Additional Headcount Scenarios and Approvals
- Position Change Scenarios and Approvals
- Interim Positions
- Important Position Attributes
- Forms
- Questions

# What is Position Control and Why Do We Need It?

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Position Control refers to a system of tracking information based on positions rather than employees. It creates a framework of positions for all the jobs within RIT without regard to whether there is an incumbent in a specific job or not.

At RIT we use position control:

- To track budget based on timeframe and/or funding source
- To track FTE (headcount)
- To maintain data used for regulatory reporting (IPEDS, AAP)

# What is a Position?

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Each position at RIT is unique and contains 4 elements (Instructional Faculty.001234.01.00)

- Position Title – generally tied to job duties
  - Staff Assistant, Instructional Faculty, Director, Assistant Manager, Department Head
  - Maximum number of characters – 40
  - We are looking to standardize titles for similar jobs (ex. Director instead of Director of XX)
- Position Number – 6 digit number sequentially assigned by HR
- Position Version – 2 digit number
  - Incremented each time a change is made to the Position Title, Funding, Organization or Oracle Job Classification
- Position Funding – 2 character code
  - Indicates the primary source of funding

# Funding Types Rules and Examples

| Funding Type | How Used  | Funding Source  | End Date Req'D? | Examples   |
|--------------|---|---|-----------------|--|
| OO           | For permanently budgeted positions  | Permanent operating budget funds  | No              | Account code has no project number (Except NTID)   |
| OE           | For positions specified in the endowment details  | RIT endowment income  | No              | - Gannett Chair<br>Account code – project number 18XXX or 70000 - 79999  |
| OF           | For positions non-permanently funded and expected to continue until funding source ends                         | -External non-grant<br>-Discretionary funds<br>-Unused salary funds within the current year | No              | - New faculty added when establishing a new program<br>- To convert an existing grant funded position when grant is ending<br>- Opportunistic hires - (generally start as incremental positions) |
| OG           | For positions specified in the grant, position is eliminated when grant ends or earlier based on terms of grant | External grant funded   | Yes             | - New grant obtained with positions identified in the grant<br>- Ongoing grant with positions replaced as needed<br>Account code – project number 30000 – 39999 or start with any letter         |

# Funding Types Rules and Examples (cont'd)

| Funding Type | How Used   | Funding Source                                | End Date Req'D? | Examples   |
|--------------|--|---|-----------------|--|
| OT           | For short term assignments (1-2 years) where work has a defined duration such as project based and there is no expectation that the work will become permanent | Temporarily funded from various sources       | Yes             | - Calendar conversion project  |
| OU           | Used for interim or overlap positions, relates to corresponding OO position. Generally up to one year  | Department operating funds                    | Yes             | - For interim position during an active search for permanent position<br>- For interim position when the occupant is on a leave<br>- For overlap for training purposes |
| IN           | To request an additional headcount non-grant funded position   | See above                                     | N/A             |  |
| IG           | To request an additional headcount grant funded position   | Upon final approval the position will have OG | N/A             |  |

# Additional Headcount vs Position Change

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The term “incremental position” has been used to describe various position scenarios that required the created of a new PC Number but did not necessarily result in additional headcount. This has often led to confusion in the approval process.

We are now officially retiring the term “incremental position” and instead will be using “additional headcount” and “position change” to describe the purpose of the position request.

**Additional Headcount** – when staffing full-time equivalent (FTE) levels and associated budget dollars are increased regardless of the funding source.

**Position Change** – when current position(s) full-time equivalent (FTE) levels and associated budget dollars are changed but do not exceed the current levels.

# Examples – Additional Headcount

| Type  | Additional Approvals Required      | Funding Types   | Comments  |
|---|------------------------------------|---|---|
| Approved in budget hearing – permanent funding  | President, Provost, Sr. VP F&A     | OO  |   |
| Temp to Perm – Move salary budget from temp line to regular permanent salary line (ex. Datrose employee move)                 | President, Provost, Sr. VP F&A     | OO  | Case by case basis to determine if funding available    |
| Adjunct to Perm – Have a current RIT non-permanent headcount – status change to permanent funding (ex. Adjunct to PT regular) | Final approval – RIT Budget Office | (Funding source code will be determined by the RIT Budget office) | RIT Budget office will transfer funds to permanent line |



# Examples - Additional Headcount (cont'd)

| Type  | Additional Approvals Required        | Funding Types | Comments  |
|---|--------------------------------------|---------------|---|
| Grant funded  | RIT Budget Office/SPA final approval | OG            |   |
| Other non-permanently budgeted funds (ex. operating funds or discretionary funds) | President, Provost, Sr. VP F&A       | OF, OT        |   |
| Endowment funded  | President, Provost, Sr. VP F&A       | OE            |   |
| Interim position  | Final approval – RIT Budget Office   | OU            | The parent PC number will be used to create the OU version(s) |

# General Process Flow – Additional Headcount

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1. Job Description (Staff positions only) is submitted to the HR Manager
2. HR Compensation evaluates the job and determines Staff Wage Band (Staff positions only)
3. Position Request Form is submitted to [position\\_control@rit.edu](mailto:position_control@rit.edu) (faculty and staff positions)
4. Department is notified that the appropriate position is created
5. Department creates requisition in Career Zone

# Position Changes

| Type  | Additional Approval  | Funding Types          | Comments   |
|---|--|------------------------|--|
| Existing position changing from faculty to staff or staff to faculty  | Dean, The Provost Budget Office, RIT Budget Office, Provost (SPA as necessary)                         | OO, OT, OE, OF, OG     |  |
| Taking one headcount and splitting to multiple heads not to exceed original FTE                                 | Dean/Division Head, RIT Budget Office, The Provost Budget Office for positions within Academic Affairs | OO, OT, OE, OF, OG, OU | One new PC# issued for additional heads within the same funding type with the exception of OU positions where the same PC # will be used with multiple versions. (ex. Instructional Faculty) |
| Existing faculty position repurposed – ex. NTT to TT, TT to NTT, Instructional to Admin, Admin to Instructional | Dean, The Provost Budget Office, RIT Budget Office, Provost  | OO, OT, OE, OF, OG     |  |

# Position Changes – cont'd

| Type   | Additional Approval  | Funding Types      | Comments                          |
|--|--|--------------------|-----------------------------------|
| Transfer of position from one college/division to another  | Dean/VP  | OO, OT, OE, OF, OG | Notification to RIT Budget Office |
| Change of funding type   | The Provost Budget Office required for positions within Academic Affairs, Final Approval – RIT Budget Office | OO, OT, OE, OF, OG |                                   |
| Position repurposed – staff with significant change in job duties – ex. staff assistant to project coordinator | Dean/Division Head   | OO, OT, OE, OF, OG | Notification to Budget            |

# Position Changes – cont'd

| Type   | Additional Approval | Funding Types      | Comments               |
|--|---------------------|--------------------|------------------------|
| Floating position – ex. move Lecturer from dept A to dept B based on need          | Dean/Division Head  | OO, OT, OE, OF, OG | Notification to Budget |
| Staff Title change only – within career ladder (ex. Public Safety Officer I to II) | Dept/Budget Head    | OO, OT, OE, OF, OG |                        |
| Faculty Title change only – ex. Director of Program (not due to rank change)       | Dept/Budget Head    | OO, OT, OE, OF, OG | These are very rare    |
| Org change due to re-org   | Dept/Budget Head    | OO, OT, OE, OF, OG |                        |

# General Process Flow – Position Change

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1. Job Description (Staff positions only) is submitted to the HR Manager
2. HR Compensation evaluates the job and determines Staff Wage Band (Staff positions only)
3. Department creates requisition in Career Zone and indicates that changes are required on the position
  - a) A full explanation is required detailing all changes and the business case for the change
3. Department submits an [Employee Job, Assignment, Salary Change EAF](#) with the old and new information
  - a) A full explanation is required detailing the business case for the change

# Interim Positions

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Interim positions – used when there is a need to fill an existing position (existing workload) on a temporary basis

- Created as OU
- Generally are used for 1 year or less
  - Ex. Need to back fill for a faculty member on full year professional leave; Interim Dean appointment during search process
- Will use the same PC# as the “parent” position (usually an 00 position)
- Will use the same title as the “parent” position
  - May add Interim to the title
- Faculty in OU positions must have a Visiting Rank

# Important Position Attributes

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- Budget
  - Salary amount for the position – currently using the incumbents salary or the approved budgeted salary for positions created for additional headcount
  - Used for internal departmental financial reporting and analysis only, this amount is not used for compensation decisions
- Full-time Equivalent (FTE) – for budget and compensation calculations (not the same as benefits calculations).
  - Staff – based on 2080 hours per year
    - Exempt = (Months per year x 4.33333) x # hours per week  $[(10*4.33333)*30]=1300$
    - Non-Exempt = hours per week\*weeks per year
  - Faculty = % of full-time load as defined by the college (not adjusted for additional months worked in excess of 9)
- Staff Wage Grade Bands – Wage grades are assigned to positions as the result of job evaluation. The wage grade band structure is based on market competitive pay levels for similar types of work.



# Forms

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The most recent and up to date forms are available on the HR website - [HR Forms](#)

- Job Description
- Position Request – additional headcount
- Re-organization workbook
- Employee Job, Assignment, Salary Change EAF

# Questions

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