HR86 – Position Description and Classification

These records relate to job descriptions and classification of staff positions.

Content & Scope
Position descriptions for University support staff are developed by unit managers and supervisors in consultation with Human Resources. Positions are evaluated according to the Hay evaluation method and mapped to a classification level on the University support group salary scale.

The official record is the classified job description.

Related Records
See also HR55: Pay Scales

Responsible Unit
Human Resources

Information Steward
Associate Provost, Human Resources

Privacy Classification
- Public: position descriptions intended for public release.
- Confidential: all other records.

Retention
Until operational use ceases.

Disposition
Archives

Authority
UW Policy 5: Salary Administration, University Support Staff

Retention Rationale
The retention period is based on operational use. These records have long-term historical value.

Approval Date(s)
October 26, 2011