

## Policy Statement

It is the policy of the California State University Maritime Academy to ensure that duties and responsibilities assigned to staff are appropriately classified in accordance with the Classification Standards adopted by the California State University.

## Principles

- x Designated managers and supervisors retain the right to assign duties.
- x A current and accurate job description signed by the employee and supervisor shall be on file in the Human Resources Office.
- x Once a position has been assigned a classification and level, the position will be so identified until a significant and permanent change has occurred or is anticipated in the assigned duties and responsibilities of the position. At that time, the incumbent management may request a classification review for the purpose of determining the appropriate classification and level.
- x Requests should include a copy of the "new" position description signed by the employee and supervisor. The changes to the position description should be documented in Section III, #3 – Position classification may not be grieved nor negotiated.

## Responsibilities

The responsibility for conducting classification reviews and determining classification has been delegated by the Office of the Chancellor to the President of Maritime who in turn has delegated that authority to the Assistant Vice