

	Policy on Establishing or Changing Employment Category (Classified & Exempt)	Responsible Administrative Unit: Human Resources
	Issued: May 6, 2003 Revised: February 12, 2018	Policy Contact: AVP of Organizational Strategy krcurran@mines.edu

1.0 BACKGROUND AND PURPOSE

The employment category of positions is controlled by Colorado statutes and School policy. As managers assess their department, division, or unit organizational structures for effective and efficient utilization of resources, among the elements considered may be the planning and organization of work, how it is assigned or allocated among positions, and how it is completed within the work unit or organization. These assessments may lead to establishing a new position or changing a position's employment category, decisions that are guided by statute, rule, or regulation. Staffing recommendations and decisions affecting a position's category of employment (classified, exempt, temporary, etc.) involve one or more of the following:

- Colorado state personnel rules
- Colorado or federal regulations
- Colorado or federal statutes
- School of Mines' policies, needs, and considerations

Because staffing decisions may have potentially wide-ranging implications, and because staffing and position decisions must be made in light of the overall needs of the School, appropriate approvals must be obtained before recommendations may be implemented.

2.0 POLICY

Recognizing that staffing decisions can hold implications extending beyond the unit with the affected position(s), it is the policy of the Colorado School of Mines that:

- 2.1 All requests to consider making an existing Classified position or a newly created position exempt from the state personnel system must first be endorsed by the President before the request can be submitted to Human Resources for processing and consideration.
- 2.2 The final decision to make a position exempt from the state personnel system rests with the President.
- 2.3 To exempt a position from the state personnel system, the [procedures](#) established by the Human Resources Office must be followed.

3.0 IMPLEMENTATION

The Associate Vice President of Organization Strategy shall develop, administer, and maintain the appropriate administrative procedures and guidelines to implement this policy.