

## Position Review Process

**1. Decision review is requested.**

1. Manager requests HR Business Partner/Representative to review FLSA status.\*
2. Unit HR BP/Rep collaborates with unit manager to draft changes to job description.
3. Unit HR BP/Rep presents review to Unit Senior Leadership for support and approval.

*\*Employee may directly submit a request only if petitioning a review to non-exempt.*

**2. Once approval and support are received from Unit Senior Leadership, Dept. HR BP/Rep sends appeal to GTHR Compensation.**

Email requesting review of position includes:

1. Current Organizational chart with PeopleSoft names
2. Job description with highlighted proposed changes
3. List of employees currently in the role and their corresponding managers

**3. GTHR Compensation sends receipt notification to department including reference number to HR BP/Rep.**

**4. GTHR Compensation sends HR BP/Rep the Manager and Employee Questionnaires to all units with employees in the position under review.** HR BP/Rep distributes the Questionnaires.

**5. Employees and Managers send questionnaire to their HR BP/Rep, who collects and submits all questionnaires to GTHR Compensation.**

**6. GTHR Compensation reviews all information** provided from departments, as well as USG similar titles and Department of Labor opinion letters and/or court opinions.

**7. Compensation team member discusses FLSA status** with Kevin Merkel, Sr. Director, Payroll Services & Total Rewards, for management review.

GTHR notifies department of date of FLSA Committee review.

**8. Compensation team member presents FLSA recommendation to FLSA Review Committee.**

**9. Compensation team member presents FLSA recommendation to Kim Harrington, AVP, HR.**

**10. FLSA status determination:**

- a. Committee determines if additional information is needed. If none, determination letter is sent to department to include effective date.
- b. If needed, a plan is designed to gather additional information. Once gathered and summarized, compensation team member presents to FLSA Review Committee. Final determination is made and communicated to department to include effective date.