

Classification Process for Class 3 and Class 4 Assignments

The new Class 3 and Class 4 Employment policy includes a centralized approval and monitoring mechanism to ensure that temporary employees are classified appropriately upon hire, and that they are transitioned through the temporary appointment cycle within reasonable time frames. University Human Resources (UHR) will review and approve all requests for Class 3 and Class 4 assignments to facilitate consistency in position and employee classification in accordance with policy and/or collective bargaining agreements.

The classification and review process will be streamlined to accommodate the temporary nature of these assignments. As part of this process, hiring units may request the review of their positions by completing classification and recruitment forms developed specifically for Class 3 and Class 4 positions. These forms will capture the job duties and requirements of the position and will provide the necessary information to make the appropriate classification determination, as well as whether the position is exempt or non-exempt under the Fair Labor Standards Act (FLSA).

The completed classification and recruitment forms will be submitted through the Applicant Tracking System (ATS), will allow hiring units to obtain all the necessary approvals electronically and enable units to monitor the progress of their requests on-line. ATS may be accessed at the University Human Resources web site at (<https://uhr.rutgers.edu/atshire>).