

Submission: Position Description

Submission: If a department experiences a staffing change and your job responsibilities are increased and the scope of your work expanded, shouldn't your supervisor be obligated to submit your updated job description to Compensation promptly? If the HR business partner has historically not been helpful, what recourse does the staff member have, or what other avenue is available to have his/her compensation re-evaluated in a timely manner?

Response: Under the University's [Staff Position and Compensation Change policy](#), supervisors are responsible for reviewing and updating position descriptions on a regular basis, generally every three years and sooner when responsibilities change substantially. When a change in responsibilities may warrant a change in salary or grade, the supervisor updates the position description and submits it through the annual budget cycle for review by Human Resources and the Office of Planning and Budget. Because these changes are evaluated through the annual budget cycle, compensation reviews are conducted on that schedule rather than on an individual, ad hoc basis (except in rare circumstances where an off-cycle review is warranted). Positions are reclassified when this formal review determines that the grade should change, and in some cases, the review confirms that the current grade and pay remain appropriate. If you would like to speak with someone other than your designated HR Business Partner, please email urhr@richmond.edu, and we will connect you with the appropriate person.