

Position Reclassification

Human Resources Policy- #324

Policy:

Position reclassification is defined as the reassignment of an existing position from one pay grade to another pay grade based on changes in job content such as duty, difficulty, required skill and responsibility of the work performed, as well as external, market pay factors. A position reclassification may result in a position moving up or down a pay grade(s).

When a reclassification results in moving a position to a higher pay grade, the Employee's annual pay will be increased to the new pay grade minimum or up to 5% whichever is higher, provided it does not exceed the new pay grade maximum.

When a position reclassification results in moving a position to a lower pay grade, the employees annual pay will not be changed. If it is above the new pay grade maximum, it will be maintained at that level until the pay grade range exceeds the employee's annual pay.

Department Directors may request position reclassifications at any time during the year. A reclassification must first be approved by the Human Resources Director and then the County Manager. Once approved by both, it will be presented to the County Commissioners for approval. Once all approvals are received the Department Director must complete a salary calculation sheet and select reclassification option.

Scope:

This policy applies to all employees.

Document Change Record

Revision	Description
6-13-2023	Revised Policy