

1.0 PURPOSE

- 1.1 To describe reclassification and its effect on salary level, performance/merit review date, and employee status.
- 1.2 Reclassification is the reallocation of a position in one class to a different class as a result of a significant change in the duties, responsibilities, and/or qualification requirements of the position.

2.0 POLICY

- 2.1 It is the responsibility of department heads and immediate supervisors to ensure that employees perform work duties and responsibilities within the framework of the employee's assigned classification as described in the established classification specifications. Requests for review of the classification of a position may be initiated by a department or an employee, and shall proceed through the departmental chain of command for approval.
- 2.2 Requests will fall outside the budget cycle and will be due as follows:
 - June 1 of each year for midyear adjustment consideration
 - December 1 of each year for annual budget adjustment consideration

3.0 PROCEDURE

- 3.1 The department/employee shall complete a Position Classification Study Request Form. The department head can approve or deny the request and shall prepare a preliminary evaluation and/or justification. The request shall be forwarded to the Human Resources Department within ten (10) working days from date of receipt with comments and recommendations.
- 3.2 The Human Resources Department shall preliminarily review all requests and then forward to the County Administrative Officer (CAO) for review and approval. The CAO shall review each request and department evaluation. If approved, the Human Resources Department shall commence the study. If denied, the Human Resources Department notifies the requesting department head.
- 3.3 Upon receipt of the approved request from the County Administrator's Office, the Human Resources Department will prioritize, schedule, and conduct an appropriate classification study and advise the department head of the results.
- 3.4 The Human Resources Department shall determine the appropriate method(s) and/or evaluation tools to be utilized in making an effective analysis and recommendation.
- 3.5 The Human Resources Department presents the reclassification study results to the CAO who approves or denies the recommendations.

- 3.6 The CAO notifies the department head of the disposition of the reclassification study. Any approved recommendations for reclassification action will be included by the department in their annual budget proposal or midyear adjustments.
- 3.7 Following Board of Supervisors' approval, the Human Resources Department will prepare a Notice of Appointment and/or Personnel Action Form to enact the approved classification action. Reclassifications will be effective the beginning of the next fiscal year or at midyear (depending on the submission timeline or when agreed upon by the CAO, Board and any bargaining units).
- 3.8 Under special and/or time sensitive circumstances, the CAO may grant exceptions to the normal study cycle. This may occur when a request is made by a bargaining unit to study a position. In this event, the Human Resources Department shall make appropriate recommendations concerning the reclassification request, and with CAO approval, shall implement the recommended action as soon as practical with final adjustments to the budget made at mid-year or fiscal year budget, reflecting the reclassification.
- 3.9 A reclassification, if granted, may result in: a change of class title and class specification for a position by either moving the position to another existing class in the Classification Plan or to a new class specifically created for the position; or placement of the position in a salary range with a maximum salary rate that may be higher, lower or the same level as previously held.
- 3.9.1. Upward Reclassification - In any case where a position is reclassified to a class with a salary range having a higher maximum salary rate, and the incumbent meets the qualification requirement for the new class, and is in fact performing the full range of duties and responsibilities of that position, the effect of this action shall be as follows:
- 3.9.1.1 Effective Date - The effective date of a reclassification action shall normally coincide with the first working day of the first pay period following the date of Board meeting (except under special circumstances approved by the CAO).
- 3.9.1.2 Salary - The incumbent shall be entitled to the closest higher step within the new salary range that would provide a minimum of a 5% increase, not to exceed the maximum of the range.
- 3.9.1.3 Merit Increase Date - The incumbent's date for the next merit increase shall be set one year from the effective date of the reclassification.
- 3.9.1.4 Employee Status/Review Date - A new probationary period is not required. The incumbent's date for the next performance review shall be set one year from the effective date of the reclassification.

3.9.2. Downward Reclassification - In any case where a position is reclassified to a class with a salary range having a lower maximum salary rate, the effect of this action shall be as follows:

3.9.2.1 Effective Date - The effective date of a reclassification action shall normally coincide with the first working day of the first pay period following the date of Board approval (except under special circumstances approved by the CAO).

3.9.2.2 Salary- The incumbent shall either:

- a) Retain current salary if current salary is the same as a step within the salary range of the new class; or
- b) Be placed on the closest step within the salary range of the new class that approximates the current salary if the current salary is between steps within the new salary range; or
- c) Be reduced to the maximum step of the salary range of the new class if current salary is greater than the maximum of the new salary range; or
- d) Be assigned a "Y" rate designation that holds the incumbent at a current salary which is above the new range until such time as the salary rate of the new class is the same as or exceeds the amount of the "Y" rate. Establishment of a "Y" rate is an administrative determination and requires approval of the department head, Director of Human Resources, and CAO. This option may be considered in cases where there is a slight discrepancy in pay of 5% or less.

3.9.2.3 Merit Increase Date - There shall be no change in the incumbent's merit increase date as a result of downward reclassification. If applicable, merit increases shall occur according to regular County Compensation Plan or MOU agreement.

3.9.2.4 Employee Status/Review Date - A new probationary period is not required in a downward reclassification and/or if the demotion is the result of a convenience to the County (e.g. reorganization). The incumbent's date for the next performance review shall be set one year from the effective date of the reclassification (see Probation and Probationary Periods rules).

3.9.3. Lateral Reclassification - In any case where a position is reclassified to a class with a salary range having the same maximum salary rate, the effect of this action shall be as follows:

3.9.3.1 Effective Date - The effective date of a lateral reclassification action shall normally coincide with the first working day of the first pay period following the date of Board approval (except under special circumstances approved by the CAO).

3.9.3.2 Salary - There shall be no change in salary.

3.9.3.3 Merit Increase Date - If applicable, merit increases shall occur to the maximum of the salary range for the new class according to regular County Compensation or MOU agreement.

3.9.3.4 Employee Status/Review Date - When the lateral reclassification is intradepartmental, a new probationary period is not required.