

## **Rule IX. Position Reclassification**

### **A. Reclassification to a Higher Pay Grade**

Should the reclassified position be assigned a higher pay grade than that of the original classification due to a re-evaluation of the duties being performed by an incumbent employee, such incumbent employee may, upon recommendation of the Appointing Authority and approval of the Personnel Board be assigned to the new classification without an examination; otherwise an appropriate examination shall be called to fill the vacancy. Incumbent employees assigned to the new classification without an examination may be considered for a pro-rated merit increase immediately prior to reclassification, provided they are not serving in an initial probationary period and shall receive a pay adjustment in accordance with the following procedures:

- a. If the reclassification is to a position one (1) or two (2) pay grades higher than the present grade, an employee shall receive the minimum pay rate of the pay grade established for the job classification to which the reclassification is made, or four percent (4%) increase in pay rate, whichever is greater; provided, however, the new salary shall not exceed the maximum amount established for the employee's classification.
- b. If the reclassification is to a position three (3) or more pay grades higher than the present grade, an employee shall receive the minimum pay rate of the pay grade established for the job classification to which the reclassification is made, or eight percent (8%) increase in pay rate, whichever is greater; provided, however, the new salary shall not exceed the maximum amount established for the employee's classification.

### **B. Reclassification to the Same Pay Grade**

Should the position be reclassified to a job classification with the same pay grade as that of the original classification, the position, if vacant, shall be filled in the appropriate manner. If the position is filled, the incumbent employee shall receive a corresponding change in title without the benefit of examination, providing the reclassified position is in the same line and character of work and involves the same basic duties, responsibilities and skills. Otherwise, the incumbent must pass an appropriate examination in order to continue employment in the reclassified position.

### **C. Reclassification to a Lower Pay Grade**

Should the position be reclassified to a job classification with a lower pay grade than that of the original classification, the position, if vacant, shall be filled in the appropriate manner. If the position is filled, the incumbent employee shall be offered transfer to a vacancy, if one exists, in the original classification in the same or another department. In the absence of such vacancy, the Appointing Authority shall allow the employee to remain in the current position until such time that, after passing an appropriate examination, the employee be changed to the same or another class of employment in the same or another department in which a vacancy exists. The employee's salary will not be reduced except that it shall not exceed the salary range of the new classification by more than 10%.

### **D. Effect of Reclassification on Anniversary Date**

Reclassifications shall establish a new anniversary date, and reclassified employees shall be eligible for consideration for a merit pay increase at twelve (12) months after the effective date of such reclassification, and each year thereafter on the employee's anniversary date.

**E. Training Time Following Position Reclassification**

Following position reclassification, an Appointing Authority may allow a reasonable period of time for the purpose of training employees prior to requesting examinations which may be required for reclassified positions.

**F. Effective Date**

Appointment to a reclassified position not requiring an examination shall be made at the beginning of the first pay period following the approval of the reclassification by the Personnel Board. Appointment to a reclassified position requiring an examination shall be made within a reasonable period after certification of the eligible register by the Director of Human Resources.

**G. Effect of Reclassification on Probationary Period**

Upon reclassification, an employee shall not commence a new probationary period unless a probationary period is established by the Personnel Board based upon information provided at the time of the position reclassification.

**H. Reclassification by Competitive Examination**

In instances where an employee is reclassified competitively into a higher pay grade it shall be treated as a promotion.