

**CLASSIFICATION ADJUSTMENTS
#400**

1.0 RECLASSIFICATION. In the event of reclassification of an employee's position, the employee's salary will be adjusted to a rate within the newly assigned pay range. All employees whose positions are reclassified to a higher pay grade shall receive a 3% wage increase or the entry-level wage of the new pay grade, whichever is higher. Reclassification requests must be submitted by Administrative Officers to the Personnel Office by July 1 each year. All salary adjustments due to reclassification shall become effective at the start of the first pay period of the following year. The Personnel Office may grant exceptions to these timelines in situations where reclassification needs could not have been anticipated in advance.

2.0 SALARY FREEZE. When a class is reclassified to a lower grade or when a position is reclassified to a class with a lower pay range, incumbents whose salaries are above the range maximum of the lower grade will be redlined and will not receive any increase in pay until the range maximum of the lower range exceeds their rate of pay.

3.0 When a position is reclassified to another class of the same pay range, the salary of the incumbent shall remain unchanged.

4.0 TECHNICAL ADJUSTMENTS RESULTING FROM AN INEQUITY. When requested by an Administrative Officer or the Personnel Director, the Commission may approve a technical adjustment to correct inequities resulting from reclassification. An inequity is defined as a situation when a longer term employee is paid at a lesser, equal, or substantially similar rate than a newer employee for the same classification. Requests and justification shall be written and submitted to the Personnel Director. Technical adjustments shall not affect an employee's eligibility date. The adjustment shall not exceed the salary range established for the position.

5.0 This policy shall not apply to positions that are exempt from merit system coverage.