SUBJECT: Reclassification

When duties and responsibilities of a job change significantly over a period of time, the job should be reviewed for possible reclassification. Completion of a position classification questionnaire will be necessary to determine how the job has changed. This procedure may result in a classification of a higher or a lower skill level.

When the job is reclassified to a higher skill level, the incumbent will retain his/her step on the new level. If the reclassification results in a lower skill level, the incumbent’s salary will not be adjusted. However, his/her step and salary will remain unchanged until the salary schedule is adjusted where an increase in salary would occur at that step. Once the salary schedule adjustments have resulted in an increase in salary, then the employee may resume his/her annual step increment.