

## **RECLASSIFICATION PROCEDURES**

Reclassification involves a change in classification allocation of an individual position on the basis of significant changes in the nature, difficulty or responsibility of the work performed. Upgrading is a change in the classification of a position accompanied by assignment of the position to a higher salary range. A promotion is different in that it involves the movement of an employee from a position in one classification to a position in another classification having a higher salary range. A promotion is differentiated from a reclassification upgrading in that a promotion requires that the incumbent successfully compete in a selection process and be referred to the hiring department for selection to the higher level position. A change in the classification of the position accompanied by assignment to a lower salary range is considered downgrading.

### **I. TYPES OF RECLASSIFICATIONS**

#### **A. CLASSIFICATION UPGRADING AS A RESULT OF PERIODIC REVIEW OR OTHER REQUESTS**

1. Whenever a position is upgraded as a result of a periodic classification review, employee or department request, the recruitment will be waived and the incumbent placed in the upgraded position if:
  - a. The upgrading has resulted from an incremental change in duties; and
  - b. The incumbent has been in the position six (6) months or more; and
  - c. The appointing authority and the Personnel Division find that the incumbent possesses the minimum qualifications of the higher level position.

#### **B. CLASSIFICATION DOWNGRADING AS A RESULT OF PERIODIC REVIEW OR OTHER REQUESTS**

1. An employee whose position has been downgraded shall be placed in the position without competing for the position.
2. Employees whose positions have been downgraded shall be given preference in referral to other positions within the same or equivalent classifications as the position held prior to classification downgrading. An equivalent classification is defined as one requiring both the same kind of knowledge and the same degree of skills.

C. CLASSIFICATION REVIEW RESULTING FROM A REORGANIZATION OF A DEPARTMENT OR UNIT

1. When a position is upgraded as a result of a department or division reorganization, the Personnel Division, in consultation with the appointing authority, shall determine the appropriate selection procedure.
  - a. In determining if the recruitment shall be promotional only or open-competitive the following shall be considered: analysis of job duties, availability of internal applicants and occupational standards.
2. Employees who are successful in the recruitment process and are appointed to an upgraded position as a result of a reorganization shall serve a six (6) month probationary period in conformance with promotional policy.
  - a. Employees who are unsuccessful in completing the required probationary period shall be demoted to the previously held classification if there are positions open and available. If no such positions are available, the employees may be removed from the upgraded position and placed on the layoff register in order of seniority for referral to their previously held classification.
3. If employees return to the classification held prior to upgrading, their salary range and step shall return to the one that would have been held had the employee not been upgraded.
4. Rules of layoff shall apply when a reorganization results in a surplus of employees.

**II. IMPACT ON SALARY AND SALARY INCREASE DATE - RECLASSIFICATION**

- A. When a position is reclassified to a higher level classification, the incumbent shall be advanced to the first step in the new range or to the rate of pay that most closely approximates a five (5) percent increase from the employee's regular rate of pay, whichever is higher.
- B. The salary adjustment will take place on the effective date of reclassification.
- C. The employee's salary increase date will be adjusted to the first of the month following twelve (12) full months from the date of a classification upgrading.

**III. PROMOTIONAL OPPORTUNITIES RESULTING FROM RECLASSIFICATION FOLLOWING A REORGANIZATION**

- A. A reclassified position may provide a promotional opportunity when eligibility for that position is contingent upon successful completion of an open or promotional competitive selection procedure as required under the Personnel Ordinance. By definition, a promotion requires that an employee be determined eligible for referral to the hiring department through the competitive selection process and be appointed to the higher level position. A position reclassified as a result of a department or unit reorganization requires a selection procedure.

1. The effective date of the promotion is the date the department head appoints the employee to the higher level position and is documented on the approved Personnel Action form.
- B. At the time of appointment, the promoted employee receives an increase in pay to the minimum rate of the new range or the rate that most closely approximates a five percent increase from the employee's regular rate of pay.
1. If an employee has been placed provisionally or working temporary out-of-class in the higher position and has already received a five percent approximate increase, the incumbent will not receive an additional five percent increase at the time of being referred and appointed to the position.
  2. If a position has been reclassified and an incumbent is placed in provisional status in a higher level classification pending the completion of a selection procedure, the incumbent may receive credit towards salary increase dates and completion of probationary period for time spent in the provisional status. Such a determination will be made by the Director of Employee Services.
  3. Any time spent working temporarily out-of-class prior to completing a selection process will not count toward completion of a probationary period, or credit toward salary increase dates or change in service accruals.
- C. At the time of promotion, the employee is placed on a six month probation and receives a new salary increase date in accordance with promotional policy.
- D. An employee who is promoted will be eligible for a salary increase six months from the first of the month following appointment to the higher level position and every twelve months thereafter, unless otherwise specified in the collective bargaining agreement.

### **INTERNET LINKS**

County Ordinance (<http://www.clackamas.us/code/documents/title2.pdf>)