

Position Reclassification

Number: D-7

Revision:

Revision Date: 07/01/2020

1.0 POLICY

Town of Carolina Beach employees who occupy positions reclassified to a job classification assigned to a higher salary grade will normally receive a reclassification salary increase. Employees who occupy positions reclassified to a job classification assigned to a lower salary grade will not normally receive a salary decrease.

2.0 PURPOSE

To provide a means of appropriately recognizing a change in the nature of the job or the application of knowledge and skills that are different from the job previously performed.

3.0 SCOPE

This policy applies to all benefit-eligible employees.

4.0 DEFINITIONS

- 4.1 Benefit-Eligible - Full time and part-time employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage. See **Policy on Position Types**.
- 4.2 Reclassification - Change of a position from one classification to another classification based on characteristics of currently assigned duties.
- 4.3 Job Classification - A group of positions in which subject-matter of work, level of difficulty and responsibility, and qualification requirements are sufficiently similar to warrant allocation to the same salary grade.
- 4.4 Salary Range - The job value the Town is willing and able to pay. The salary range is based on the market value of jobs and internal value to the organization. The salary range is the basis for most salary administration calculations.
- 4.5 Position - A unique budget allocation to which an established set of duties and responsibilities (job) is assigned.

5.0 ORGANIZATIONAL RULES

- 5.1 All reclassifications will be coordinated through the Human Resources Department and approved by the Town Manager.
- 5.2 Positions are reclassified only on the basis of a change in the nature of the work (job) assigned to the position, changes in the nature of the minimum qualifications required to fully perform the job, similarities of job and qualification requirements with other job classifications within the organization, the actual work performed by incumbent employees and the work for which incumbent employees are held accountable.
- 5.3 When a position is reclassified to a job classification assigned to a higher salary grade, an incumbent employee will normally receive a reclassification salary increase of up to 5% or an increase to the minimum rate of the new salary grade. If the incumbent's salary is above the maximum established for the newly assigned range, the salary of the incumbent shall be maintained at the current level until the range is increased above the incumbent's salary.
- 5.4 If a job is reclassified to a job classification assigned a lower salary grade, an incumbent employee will not normally have his salary decreased.

- 5.5 No change in salary will accompany a change only in FLSA (Fair Labor Standards Act) status (Exempt/Non-Exempt).

6.0 PROCEDURES

- 6.1 All position reclassification increases awarded will be effective the first day of the next full pay period following the date the position was reclassified. In order for this to occur, payroll must receive written documentation to support the reclassification of the employee, with the Department Head submitting the documentation to Payroll by the published payroll changes turn-in date issued each year by Human Resources

7.0 APPENDIX, APPENDICES

None