COUNTY OF ORANGE, VIRGINIA PERSONNEL POLICIES MANUAL

POSITION RECLASSIFICATION AND SALARY ACTIONS

POLICY NO.: 4.3 EFFECTIVE: 11/1/96

REVISED: 11/9/99

4/1/01

OVERVIEW: This policy identifies the salary actions that can occur as a result of an employee being moved from one class to another (reclassification).

Note - This policy does not address situations where an employee moves from one position to another (see policies in lateral transfers, promotions and demotions).

SCOPE: This policy applies to all classified positions.

PROVISIONS:

A. <u>Reclassification:</u>

When a position's duties and responsibilities change significantly, the position will analyzed to determine if it remains appropriately classified or if it should be moved to another class (reclassified).

B. Effect on salary:

When a position is reclassified, the new class will have an equal, higher or lower salary grade.

When a position moves from one class to another class with an equal salary grade, the employee's salary is not affected.

Salary changes as a result of reclassification may be made by the County Administrator in conjunction with recommendations by the Department Director within budget constraints.