

**COUNTY OF ORANGE, VIRGINIA
PERSONNEL POLICIES MANUAL**

POSITION RECLASSIFICATION AND VARIOUS SALARY ACTIONS

POLICY NO.: 4.3

EFFECTIVE: 11/1/96

REVISED: 12/4/18

OVERVIEW: This policy identifies the various salary actions that can occur as a result of an employee being moved from one class to another (reclassification) or as a result of an employee performing duties related to an interim or acting assignment.

Note: This policy does not address situations where an employee moves from one position to another (see policies on lateral transfers, promotions, and demotions), or when an employee may receive merit increases, end of probation increases, training increases, or cost of living increases (see associated policies).

SCOPE: This policy applies to all classified County positions, both full-time and part-time.

PROVISIONS:

A. Reclassification

When a position's duties and responsibilities change significantly, the position will be analyzed to determine if it remains appropriately classified or if it should be moved to another class (reclassified). A position may only be reclassified at the recommendation of the Department Director or Constitutional Officer and at the approval of the County Administrator.

Effect on Salary

When a position is reclassified, the new class will have an equal, higher, or lower salary grade. The type of reclassification determines the associated effect on salary, as described below.

When a position moves to a class with an equal salary grade, the employee's salary may not be affected. When a position moves to a class with a higher salary grade, the employee's salary may be affected. When a position moves to a class with a lower salary grade, the employee's salary may be affected.

Salary changes as a result of reclassification may be implemented by the County

Administrator in conjunction with recommendations by the Department Director or Constitutional Officer and when within budget constraints.

B. Interim or Acting Pay

In an interim assignment, an employee temporarily assumes full responsibility for a higher-level position that is vacant, typically while search efforts are completed to fill the position on a permanent basis. In an acting assignment, an employee is placed in charge during the temporary absence of a superior or temporarily assumes full responsibility for a higher-level position during the temporary absence of the incumbent.

Effect on Salary

At the discretion of the County Administrator and/or the recommendation of the Department Director or Constitutional Officer, an employee may receive a salary increase for an interim or acting assignment.

C. Competitive Pay Offers

At the recommendation of the Department Director or Constitutional Officer, the County Administrator may consider a competitive salary offer in order to retain an employee who is highly-skilled and performing at a high level. The Department Director or Constitutional Officer should take into consideration the external market for the employee's current position, the impact on internal equity, and the employee's performance before making a recommendation to the County Administrator.

Effect on Salary

At the discretion of the County Administrator, a competitive pay offer may be made in order to retain an employee. The employee's salary may not exceed the maximum salary range for the position, and the competitive offer may be constrained by the annual budget, the competitive market, or the financial condition of the County.