

I. PURPOSE

To explain the process used and the guidelines followed to accomplish the reclassification of an Agency position.

II. POLICY

- A. In the event of a reclassification of positions, employees may experience a change in classification status and possibly a change in salary range. However, the employee's current salary may not be affected by the change in classification.
- B. When a position is reclassified downward, a permanent employee may remain in the (reclassified) position in the employee's former classification by overfilling for a period not to exceed two years from the effective date of the reclassification.
- C. When a position is reclassified upward, the employee must meet the employment standards of the new classification or the employee will be laid off.

III. PROCEDURE

A. Downward Reclassification

- 1. When a position is reclassified downward, a permanent employee may remain in the (reclassified) position in the employee's former class by overfilling for a period not to exceed two years from the effective date of the reclassification.

The employee's classification will change to the newly reclassified position. The Class Paid At (CPA) will remain the classification that was in effect prior to the reclassification action.

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Reclassification, Continued

2. Effect on Salary - During the Two Year Period

The employee continues to receive step increases and salary increases for the two years - as if the position had not been reclassified downward.

3. Reemployment List

At the time of the reclassification, the employee's name is put on the appropriate reemployment list (i.e. for the classification the incumbent held prior to the position being reclassified) for certification to other positions in accordance with the appropriate layoff provisions.

4. Conclusion of Two Year Period

At the conclusion of the two year period, if the employee still remains in the position, the employee shall either;

- a.) Take a voluntary demotion to the new class, without loss of current salary;

Procedure: Salary is "frozen" (meaning it is "Y-rated" and the employee does not receive further increases or adjustments) until the salary of the "new" class (the classification demoted to) catches up with the (frozen) salary.

OR

- b.) Be laid off in accordance with the appropriate layoff provisions.
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Reclassification, Continued

Procedure: The layoff is handled in accordance with the appropriate layoff provisions. (The layoff provisions may vary, depending upon the representation unit. Contact Labor Relations to determine appropriate layoff provisions.)

B. Upward Reclassification

Following appropriate reviews, meetings and approvals, the Personnel Department will change the position's current classification to the higher classification. This will take place at the beginning of the next pay period following concurrence with the appropriate bargaining unit and any needed approval from the Transportation Agency Board.

When a position is reclassified upward, the employee must meet the employment standards of the new classification or the employee will be laid off. The incumbent may be required to take a qualifying examination which may consist of application appraisal and a promotional rating form or an oral examination, except as determined by the Director of Human Resources in consultation with the employee's Division head.

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