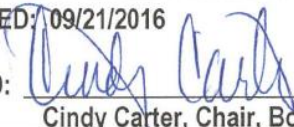


Grant County Personnel Policy

DATE ISSUED: 09/21/2016	EFFECTIVE DATE: 09/21/2016
APPROVED:  Cindy Carter, Chair, Board of County Commissioners	09-19-16 Date Signed
LAST REVISED: 07/11/2016	CONTACT: Human Resources

603 – Reclassifications

603.1 An Elected Official or Department Head may request a change in a position's classification when the duties of the position have substantially changed and such changes are documented in the Job Description. To ensure consistency, compensation administration and correct status classification according to the Fair Labor Standards Act (FLSA), all changes to a Job Description must be reviewed with the Human Resources Department. Any changes to the Job Description are subject to prior approval by the Board of County Commissioners. Changes to Job Descriptions which potentially alter the salary classification must be submitted for classification evaluation and are subject to approval by the Board of County Commissioners.

603.2 The employee's classification and rate of pay shall be adjusted to the 1st of the month in which the job analysis was submitted. If the reclassification places the position at a higher rate of pay, the employee's rate will be adjusted accordingly. If the reclassification places the position at a lower rate of pay, the employee's rate of pay will be adjusted accordingly. These provisions are not subject to the grievance procedures.