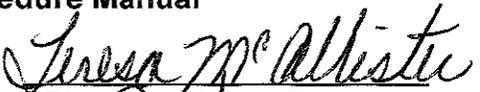


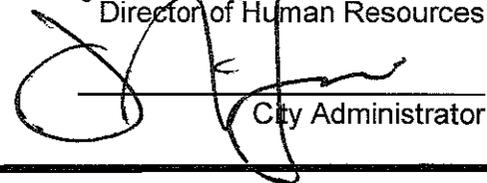


Approved:

**City of Commerce, California
Human Resources Policy and Procedure Manual**



Director of Human Resources



City Administrator

Number: II-2 Effective Date: 03/01/11

SUBJECT: RECLASSIFICATION

PURPOSE:

To describe reclassification and its effect on salary level, performance/merit review date, and employee status.

DEFINITION:

Reclassification is the reallocation of a position in one class to a different class as a result of a significant change in the duties, responsibilities and/or qualification requirements of the position.

POLICY:

It is the responsibility of department heads and immediate supervisors to ensure that employees perform work duties and responsibilities within the framework of the employee's assigned classification as described in the established classification specifications.

The necessity of changing an employee's assigned job classification, modifying the content of a job description, updating salary ranges or other elements of the classification will arise due to the assumption of new City services, the expansion or contraction of existing services, substantial change in job duties, and changes in the salary levels for comparable positions in other similar cities and local area. See Personnel Policy and Procedure Manual Policy II-1, Classification Plan, for expanded treatment of this subject and the classification plan maintenance.

A. Requesting a Classification Study

In addition to the annual review process of the application and maintenance of the Classification Plan, requests for review of the classification of a position may be initiated by a department or an employee, and shall proceed through the departmental chain of command for approval.

1. The department/employee shall complete a Position Classification Study Request Form. The department shall also prepare a preliminary evaluation and/or justification of the request for review and forward the request within ten (10) working days from date of receipt to the City Administrator with comments and recommendations.
2. Upon receipt of the approved study request from the City Administrator, the Human Resources Department will prioritize, schedule, and conduct appropriate classification study and prepares recommendations for City Administrator consideration. The Human Resources Department shall determine the appropriate method(s) and/or evaluation tools to be utilized in making an effective analysis and recommendation.
3. Any recommendations for reclassification action will be included by the department in their annual budget proposal. Following City Council approval, the Department will prepare Personnel Action Forms to enact the approved classification actions.

Human Resources shall make appropriate recommendations concerning the reclassification request, and with City Council approval, shall implement the recommended action as soon as practical with final adjustments to the budget made at mid-year or fiscal year budget, reflecting the reclassification.

A reclassification, if granted, may result in a change of class title and class specification for a position by either moving the position to another existing class in the Classification Plan or to a new class specifically created for the position; or placement of the position in a salary range with a maximum salary rate that may be higher, lower or the same level as previously held.

B. **Upward Reclassification** - In any case where a position is reclassified to a class with a salary range having a higher maximum salary rate, and the incumbent meets the qualification requirement for the new class, and is in fact performing the full range of duties and responsibilities of that position, the effect of this action shall be as follows:

1. Effective Date - The effective date of a reclassification action shall normally coincide with the first working day of the first pay period following the date of City Council approval.
2. Salary - The incumbent shall be entitled to the closest higher step within the new salary range that would provide a minimum of a 5% increase, not to exceed the maximum of the range.
3. Merit Increase Date - The incumbent's date for the next merit increase shall be set one year from the effective date of the reclassification.
4. Employee Status/Review Date - A new probationary period is not required. The incumbent's date for the next performance review shall be set one

year from the effective date of the reclassification.

5. Seniority Date – The incumbent’s seniority date into the upward classification shall remain the same as the classification from which the employee is being reclassified from.

C. **Downward Reclassification** - In any case where a position is reclassified to a class with a salary range having a lower maximum salary rate, the effect of this action shall be as follows:

1. Effective Date - The effective date of a reclassification action shall normally coincide with the first working day of the first pay period following the date of City Council approval.
2. Salary - The incumbent shall either:
 - a) Retain current salary if current salary is the same as a step within the salary range of the new class; or
 - b) Be placed on the closest step within the salary range of the new class that approximates the current salary if the current salary is between steps within the new salary range; or
 - c) Be reduced to the maximum step of the salary range of the new class if current salary is greater than the maximum of the new salary range; or
 - d) Be assigned a “Y” rate designation that holds the incumbent at a current salary which is above the new range until such time as the salary rate of the new class is the same as or exceeds the amount of the “Y” rate. Establishment of a “Y” rate is an administrative determination and requires approval of the department head, Human Resources Director, and City Administrator.
3. Merit Increase Date - There shall be no change in the incumbent's merit increase date as a result of downward reclassification. If applicable, merit increases shall occur according to regular City policy.
4. Employee Status/Review Date - A new probationary period is not required in a downward reclassification. The incumbent's date for the next performance review shall be set one year from the effective date of the reclassification.
5. Seniority Date – The incumbent’s seniority date into the downward classification shall remain the same as the classification seniority date from which the employee is being reclassified from.

- D. **Lateral Reclassification** - In any case where a position is reclassified to a class with a salary range having the same maximum salary rate, the effect of this action shall be as follows:
1. **Effective Date** - The effective date of a lateral reclassification action shall normally coincide with the first working day of the first pay period following the date of City Council approval.
 2. **Salary** - There shall be no change in salary.
 3. **Merit Increase Date** - If applicable, merit increases shall occur to the maximum of the salary range for the new class according to regular City policy.
 4. **Employee Status/Review Date** - When the lateral reclassification is intra-departmental, a new probationary period is not required.

PROCEDURE:
Responsibility

- | | |
|----------------------------|---|
| Employee/Department | 1. Employee requests a review of the affected position(s) through the chain of command of the position(s). |
| | 2. Completes a Classification Study Request Form. |
| Department | 3. Prepares a preliminary evaluation and/or justification of the reclassification request. |
| Department Head | 4. Approves or denies reclassification study requests. |
| | 5. Forwards the Classification Study Request form within ten working days from date of receipt to the City Administrator with comments and recommendations. |
| City Administrator | 6. Reviews and approves/denies reclassification study requests. |
| Human Resources Department | 7. Prioritizes, schedules and conducts approved reclassification studies and prepares recommendations. |
| | 8. Notifies the City Administrator of |

recommendation for inclusion in department budget and for City Council approval.

City Administrator

9. Reviews and approves/denies reclassification study results.
10. Advises the department head of the disposition of the reclassification study.

Bargaining Unit

11. Receives and reviews intended reclassification actions.

City Council

12. Approves or denies the creation of new or deletion of existing classes.

Human Resources/Department

13. Prepares Personnel Action Form(s) to enact the recommendation affecting the incumbent(s) after City Council approval.

Attachments:

1. Classification Study Request Form
2. Job Analysis Questionnaire