

position.

- 4.5.5 Each employee's position description is maintained as part of his personnel file. Additional copies of position descriptions may be requested through the Department Director or Director of Human Resources.

4.6 RECLASSIFICATION

- 4.6.1 Revision of position descriptions and re-allocations within the classification plan shall be made as often as is necessary to provide current information on positions.
- 4.6.2 Each position of employment under the jurisdiction of the City of Stonecrest is assigned to a particular pay grade. This section allows for changing the assignment of a particular position to a different and more suitable pay grade when it is determined that the position is incorrectly assigned. This change may produce a corresponding change in the salary for the position.
- 4.6.3 A Department Director may request reclassification review to the Director of Human Resources. A Request for Reclassification shall be submitted in writing, along with a position analysis questionnaire, a detailed statement of justification for the request, and proof of budget availability to support any potential increase in salary of the affected employee. Reclassifications are justified as a result of the following:
- The position was originally assigned to an inappropriate pay grade; or
 - There has been a substantial change in the duties and responsibilities associated with a position since it was originally assigned to a particular pay grade.
- 4.6.4 Upon receipt and verification of the request, the Director of Human Resources shall conduct an analysis of the request for the purposes of determining whether the requested reclassification is warranted.
- 4.6.5 The Position Analysis Questionnaire will be reviewed using established point-factor analysis. Based on this analysis, the Director of Human Resources shall determine the appropriate pay grade for the position.
- 4.6.6 If the analysis reveals that the position should be reclassified to a pay grade that is different than the one currently assigned, the Director of Human Resources will forward this information to the City Manager for review/approval.

- 4.6.7 If the analysis reveals that the position is properly assigned, then no further action will be taken other than to inform the Department Director of the result of the review.

- 4.6.8 The City Manager shall review, approve or disapprove recommendations of the Director of Human Resources regarding all Requests for Reclassification.

4.6.9 Treatment of Affected Employee Upon Reclassification of Position

- If the position is occupied at the time of reclassification, the employee shall be entitled to serve therein with the corresponding status after the reclassification.
- If the position is assigned to a higher grade as a result of the reclassification, such action is considered a position upgrade. If the position is occupied at the time of an upgrade, the employee's salary shall be affected as outlined in 4.0.5.
- If the position is assigned to a lower grade as a result of the reclassification, such action is considered a downgrade of the position. If the position is occupied at the time of a downgrade, the employee's salary shall be affected as outlined in 4.0.6.
- In all cases of reclassification of a vacant position, the position shall be filled at the beginning salary of the new pay grade.

4.7 SUPPLEMENTAL PAY

- 4.7.1 *Acting Status.* When an employee is temporarily reassigned to a position that is different from the regular assignment, or when the employee is temporarily assigned a significant increase in duties and responsibilities above the employee's regular position, the Department Director may recommend to the Director of Human Resources, and City Manager that the employee's salary be increased 5% percent or to a level responsive to given responsibilities for the duration of the reassignment. All employees reassigned to acting status should meet the minimum requirements for the new position prior to the reassignment. The duration for acting status shall not exceed 12 continuous months without written approval of the City Manager. Requests to extend the 12-month limitation must be provided in writing to the City Manager.
- 4.7.2 Supplemental pay will be discontinued in the event the employee is reassigned to a different

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- d. In all cases of reclassification of a vacant position, the position shall be filled at the beginning salary of the new pay grade.

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Supplemental pay will be discontinued in the event the employee is reassigned to a different position not eligible for supplemental pay.

The City Manager reserves the right to provide supplemental pay to employees who achieve additional or special degrees and/or certifications at the request of the Department Director.