

## Initial Classification

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### Contents:

- [Policy](#)
  - [Salary Rate](#)
  - [Qualifications](#)
- 

### Policy

Initial classification occurs in the following situations:

- when a position or a group of positions is classified and brought under to Human Resources Act, and
  - when a position under the Human Resources Act, but not officially classified, is reviewed and a permanent classification and salary range is assigned.
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### Salary Rate

When an employee's position is initially classified, the salary shall be treated as follows:

If an employee's current salary is:	the salary:
below the new minimum rate,	shall be adjusted to the new minimum.
within the new range,	shall remain unchanged.
above the maximum of the new range,	may remain unchanged.

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### Qualifications

An employee is automatically qualified when the position is initially classified.

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## INITIAL CLASSIFICATION - SUMMARY OF REVISIONS

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- 1-1-76 Revised the salary policy to permit certain positions that are initially classified to be considered as a reallocation where it can be demonstrated that duties and responsibilities have changed significantly.
- 12-1-85 Deleted competitive service provisions.
- 1-1-90 Revised to conform to new pay plan.
- 8-1-95 Changed the terminology to “permanent, probationary, trainee appointment” rather than “permanent, probationary, trainee employment.” In addition, “time-limited” appointment has been spelled out in the appropriate policies, whereas, in the past, this type of appointment was considered to be a type of “permanent” appointment.
- 7-1-05 Revised to eliminate “hiring rate” and to change “special entry rate” to “special minimum rate.”
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