

## Initial Classification Policy

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### Policy

Initial classification occurs in the following situations:

- when a position or a group of positions is classified and brought under the State Human Resources Act, and
  - when a position under the State 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 a position is initially classified and filled, the salary of the employee shall be treated as follows:

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

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### Qualifications

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

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