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.

Salary Rate

When a position is initially classified and filled, the salary of the employee shall be treated as follows:

<table>
<thead>
<tr>
<th>If an employee’s current salary is:</th>
<th>the salary:</th>
</tr>
</thead>
<tbody>
<tr>
<td>below the new salary range minimum,</td>
<td>shall be adjusted to the new salary range minimum.</td>
</tr>
<tr>
<td>within the new salary range,</td>
<td>shall remain unchanged.</td>
</tr>
<tr>
<td>above the maximum of the new salary range,</td>
<td>may remain unchanged.</td>
</tr>
</tbody>
</table>

Qualifications

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