

	<p style="text-align: center;"><b>Position Grade Reclassification</b></p> <p style="text-align: right;"><i>Adopted: 08/24/2022</i></p>
<p style="text-align: center;"><b>Last Revision Date: 04/03/2024</b></p>	<p style="text-align: center;"><b>Policy No. 4.2004</b></p>
<p style="text-align: center;"><b>Last Enabling Resolution:</b></p> <p style="text-align: center;"><b>056-2024/905-2024</b></p>	<p style="text-align: center;"><b>Developer/Reviewer:</b></p> <p style="text-align: center;"><b>Chief Human Resources Officer</b></p>

**1. Purpose**

The purpose of this policy is to provide guidance on the principles of Sedgwick County’s reclassification administration and to outline the procedure for requesting a position reclassification.

**2. Scope**

This policy applies to all Sedgwick County positions, except those on the District Attorney’s Pay Plan and those on the Sheriff’s Office Step Plan.

**3. Policy Statement**

This policy has been established to ensure consistency in position management and grade allocations. Sedgwick County reserves the right to amend this policy at any time subject only to approval by the Board of County Commissioners (BoCC) and the Governing Body of Sedgwick County Fire District Number One.

**4. Definitions**

- A. **Staffing Table** – List of positions, their associated full time equivalent, grade and funding source approved in the current budget.
- B. **Grade** – Each position is assigned a grade, which is assigned a minimum and maximum salary as outlined in the current Compensation Plan.
- C. **Position Number** – Each position on the staffing table will be assigned a unique number.
- D. **Classification** – Position title assigned to positions on the staffing table.
- E. **Reclassification** – Change in position classification and position grade.
- F. **Human Resources Reclassification Team** – Will consist of three employees from Human Resources including the Director of Compensation & Classification, the Deputy Chief Human Resources Officer and a Management Analyst or designees approved by the Chief Human Resources Officer.

## 5. Procedures

- A. Human Resources periodically makes recommendations for changes to a position's classification and or grade.
  1. Reclassifications may be considered when there is a factual finding that there have been major changes in level and responsibilities. Some factors may include:
    - a. Significant change in type of work or essential functions (example: administrative staff now doing mostly accounting work);
    - b. Change in supervisory responsibilities;
    - c. Change in authority for making operational changes or in developing, recommending and interpreting policies and procedures and the extent of the impact to the organization;
    - d. Addition of more complex duties;
    - e. Change in organizational structure or mandate that affects reporting relationships;
    - f. Reduction of job responsibilities; or
    - g. Mandated changes to minimum requirements of the position.
  2. Position reclassifications will not be considered in the following circumstances:
    - a. Performance of an employee;
    - b. Retention of an employee;
    - c. Increased workload that is the same nature and level of complexity;
    - d. Knowledge, skills and abilities possessed by the incumbent, which are not required to hold the position;
    - e. Technological changes or tools that do not substantially alter the essential functions of the position.
  3. All requests for position reclassifications will follow HR's procedural document.
  4. Human Resources will place each position in the appropriate grade and classification and will communicate with the department during the review process.
  5. Budget is consulted to ensure funds are available.
  6. HR Reclassification Team makes recommendation to the County Manager, including Budget's financial recommendation.
  7. All position reclassifications increasing the grade or decreasing the grade, must be approved by the BoCC.
  8. Position reclassifications will typically be effective the Sunday after BoCC approval.
- B. Salaries will be adjusted as follows
  1. Over maximum pay will be included in reclassification salary calculations.
  2. If a position is reclassified to a higher grade
    - a. And the incumbent's salary is below the new grade minimum, the incumbent's base salary will be moved to the new grade minimum or the incumbent will receive an increase of six (6) percent, whichever is greater.
    - b. When the incumbent's salary is above the new grade minimum, the pay will be increased by six (6) percent.
  3. When a position is reclassified to a lower grade and the incumbent's base salary is above the maximum of the new pay grade, the base salary may be frozen (unchanged).