

# Reclassifications for Classified Employees

There are two types of Reclassifications: "Reallocation" and "Change in Allocation". They are defined as:

**Reallocation:** Duties have changed substantially in a *gradual* manner over time.

Under a "Reallocation", when a position's classification changes, the incumbent automatically "goes with" the position to the new classification.

**Change in Allocation:** Duties have changed substantially in an *abrupt* manner, e.g. reorganization.

Under a "Change in Allocation", when the position's classification changes, the position constitutes a vacancy and the incumbent will have to compete for it.

## Position reviews occur when...

Position reviews occur when a new position is created, the duties of an existing position have changed substantially since the previous audit, either gradually or abruptly through reorganization, or when a position becomes vacant.

## Reclassifications are NOT for...

- When you want to give the employee a pay raise.
- When only the volume of the work has changed.
- When you want to save money.
- When the employee obtains new or better qualifications.
- When you have a long term employee who has been at the top of the range and you want to find a way to pay them more.
- When you like an employee and want to reward them for loyalty and length of service.
- When the employee is performing exceptionally well and you want to reward them.
- When duties change for a temporary period.