

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

RECLASSIFICATION POLICY

1 PHILOSOPHY

In an effort to insure consistency and thereby avoid pay inequities among employees, the school will adhere to guidelines which provide set increases for changes in classifications. Unlike promotions, classification changes are unrelated to performance. Therefore, different monetary step increases between employees who are reclassified are not warranted.

2 DEFINITIONS

2.1 Changes in the title and/or salary range for a position may occur when the duties of the position are significantly altered. When the change results in the position being compensated at a higher salary range, set monetary increases must be adhered to.

3 PROCEDURE

3.1 It is the policy of the school that the following guidelines be followed when an employee's position is reclassified to a higher salary range.

3.1.1 If the reclassification of the position results in a one range increase, the employee shall be given a one step increase.

3.1.2 If the reclassification of the position results in a two range increase, the employee shall be given a two step increase.

3.1.3 If the reclassification of the position results in a three range increase, the employee shall be given a three step increase.

3.1.4 If the reclassification of the position results in a four or more range increase, the employee shall be given a four step increase (maximum).

3.2 Exceptions to this policy will occur when the number of steps required to reach the entry of the new range exceed those stipulated to be provided herein. In all cases, the employee shall be given the increased number of steps necessary to reach the entry of the new range.

3.3 Nothing contained herein will supersede rules published annually by the Department of Human Resource Management. In the event a conflict arises, DHRM rules shall take precedence.

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