



# TOWN OF HILLSBOROUGH

## PERSONNEL POLICY

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POLICY 109

LAST REVISED 8/1/08

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### **SUBJECT: RECLASSIFICATION**

**PURPOSE:** To establish Town policy and procedures for the request, consideration and approval of position reclassification.

### **STATEMENT OF POLICY:**

Revision of position descriptions and re-allocations within the classification plan shall be made once a year, coinciding with the adoption of the operating budget, when a position is vacated or as otherwise determined by the Town in its sole discretion.

The City Manager examines the nature of all positions and allocates them to existing or newly created classes, makes changes in the classification plan made necessary by changes in the duties and responsibilities of existing positions, and periodically reviews the entire classification plan and recommends appropriate changes in the allocations or in the classification plan. The City Manager must authorize any changes in the essential duties.

When a new position is requested by a Department Head or the duties of an old position are substantially changed, the Department Head shall submit a written recommendation to the City Manager including justification for the reclassification and setting forth the changes in position responsibilities or requirements for qualifications (i.e. experience, education, certifications, etc.). The request will be reviewed by the City Manager. If the City Manager does not concur with the request, no further action will be taken. If the request is justified, the budget impact will be determined and a recommendation will be presented to the City Council.

If the reclassification is approved, the City Manager or his/her designee will take the necessary steps to implement the reclassification.

Any employee who considers his or her position improperly classified shall first submit a request in writing for reclassification to his or her Department Head. The Department Head shall review the request and transmit it with a written recommendation to the City Manager's Office if he or she agrees that an evaluation of the position is needed. The decision to deny a reclassification request is final and an employee may not appeal a denial of a request for reclassification.