

**TOWN OF DAVIE  
HUMAN RESOURCES DEPARTMENT**



**RECLASSIFICATION  
SOP #21-011**

**September 19, 2012**

**SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL**

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	December 16, 2009	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

**APPROVALS:**

Author

Town Administrator

Date

Date

9/24/12

9-24-12

### **1-1. POLICY.**

It is the intention of the Town of Davie that departments assign work within the scope of allocated positions and their classifications. However, when a position's duties change or will change substantially due to the operational needs of the department or for other reasons beyond the control of the department, the job will be re-evaluated by Human Resources and a determination will be made whether the position needs to be classified to another grade, another title, or both. Reclassifications that do not result in any additional budget impact will need to be approved by Human Resources in accordance with the reclassification process. In addition, a current job description will need to be developed and or updated and must be kept on file in Human Resources. Reclassifications that will result in an increase to the budget will need to be approved by Human Resources, Town Administration, and the Town Council.

### **1-2. SCOPE.**

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive, and Part-Time employees.

### **1-3. PROCEDURE.**

- a.** If a position is reclassified to a higher grade, an incumbent may have their rate of pay adjusted to a new rate of pay within the designated higher pay grade. This may result in a pay increase. A reclassification which results in a budget impact must be approved by Human Resources, the Town Administrator and the Town Council.
  - b.** If a position is reclassified to a lower grade and the incumbent's present salary is above the maximum of the new pay grade, there may or may not be an adjustment to his or her present salary, depending on department budgetary restrictions. However, he or she will not be eligible for merit increases, cost of living increases or any other salary adjustment until such time that his or her salary falls within the range established for the position.
  - c.** If a position is reclassified to a lower grade and the incumbent's salary is within the new pay grade, no salary adjustment needs to be made unless the Department Director deems it necessary for budgetary purposes.
  - d.** If a position is classified either higher or lower, the incumbent will not be required to serve another adjustment period nor will the anniversary date change.
  - e.** Position reclassifications that result in a change of status or a change in hours will need approval by Human Resources. Further approval by Town Administration and Town Council will be needed if the change results in any increase to the approved budget.
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- f.** Department Directors should submit all reclassification requests to Human Resources for approval during the annual budget process. If due to unforeseen circumstances it is necessary to reclassify a position mid-year, all reclassifications must be forwarded to Human Resources for review and approval pursuant to this policy.