

PERSONNEL
POSITION RECLASSIFICATION

Performance Appraisal of Reclassified Employees

Reclassified positions are promotions based upon the Executive Director's approval of changes in the level of responsibilities and/or qualifications, education and experience of the position that result in the position being placed at a higher level on the salary guide.

Employees whose positions are reclassified and whose performance evaluation date falls so as to include both their previous and reclassified positions in the period since their last evaluation, shall have their job performance appraised for the period of time in their new position only and their merit increase prorated for the period of time in the new position.

Position placement on the salary guide as well as position titles will be considered by the Executive Director upon the request of the Department Director. The Executive Director will review the position classification and determine if a change is appropriate. The Executive Director may also remove or add positions to the salary guide.

Any reclassification, deletion or addition of positions shall only be made after consultation with Human Resources and the Department Director responsible for the position and if one or more of the following criteria are met:

- A. Correction of an inaccurate placement on the guide
- B. To more accurately reflect the responsibilities and functions of a position
- C. To provide job title consistency among departments
- D. To eliminate a position no longer valid
- E. To provide consistency in promotion opportunities

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Salary Adjustment for Reclassifications

Reclassified promotion salary adjustments shall equal 5% of the employees' current salary plus a merit increase for the current salary prorated from the last annual evaluation: For example:

$$\text{Current Salary} + \text{Base Increase} + \text{Merit Increase} = \text{New Salary}$$

Base increase = Five percent of current salary or \$500, whichever is greater

Merit increase = percent increase at last performance evaluation prorated for period since last evaluation and adjusted for the current year's percent adjustment range.

If the new salary determined by this formula does not equal at least the minimum of the new grade, the salary shall be raised to the minimum.

Example of reclassified promotion salary adjustment using a base increase and merit increase: (Based on 01-02 Guide) A staff member in Salary Grade H with a present salary of \$31,000 is promoted to Salary Grade J on January 1. He/she was last evaluated on June 30 and received a 5 percent merit increase (adjustment range for that year was 0-5 percent, for the current year it is 0-5 percent).

Current Salary	\$31,000	
Plus Base	1,500	5% of current salary
Plus % Adjustment	<u>861</u>	4.5% of midpoint of Grade H (prorated for six months)
New Salary	\$33,361	

The Executive Director may authorize exceptions to the salary adjustment for reclassifications when it is deemed that the candidate possesses qualifications that equal or exceed those of experienced staff in the same salary grade. The candidate may be paid up to the midpoint of the open position salary grade. The salary to be paid the candidate must be determined prior to acceptance of the promotion.

- A. The number of salary grades that the candidate advances on the salary guide.
- B. Previous salary history and merit increases in relation to the candidate's current salary grade maximum.
- C. Other extenuating circumstances.

In circumstances where a candidate for a position possesses extraordinary qualifications, skills, or talents, the Executive Committee may authorize employment of such candidate above the midpoint of the appropriate salary grade.

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N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

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