

Chapter 2

Classification and Job Evaluation

- Section 1 Policy Statement: It is the policy of Marathon County Public Library to maintain, on a current basis, a classification and compensation plan that will provide equitable and adequate compensation so as to allow for the recruitment and maintenance of a high quality work force.
- Section 2 New Classification: When a suitable class does not exist, the Library Director shall establish a new class with an appropriate pay range subject to approval of the Library Personnel Committee and Library Board.
- Section 3 Abolition of Classifications: When it is determined that a classification or classifications are no longer useful or needed, the Library Director shall abolish them.
- Section 4 Pay Rate Adjustment: The following actions may affect the pay status of an employee:
- A. Promotion: An employee who is promoted from a classification in one pay grade to a classification in a higher pay grade shall receive at least the minimum rate of the new pay grade range or shall be placed at a step which provides a salary increase of 5 %, whichever is greater. An employee who is not at the pay range maximum may advance to the next pay step one year from their promotion date if required performance expectations are met.
 - B. Transfer: An employee who transfers or is transferred from one classification to another classification in the same pay grade shall receive no salary adjustment as a result of the transfer. An employee who is not at the pay range maximum may advance to the next pay step based on their next step increase date prior to the transfer if required performance expectations are met.
 - C. Demotion: An employee who is demoted to a classification in a lower salary grade for performance reasons or voluntary transfers to a position in a lower pay grade shall be placed in the new pay grade on the step closest to, but not higher than, the rate the employee was receiving when the demotion occurred. If the employee's salary at the time of the demotion exceeds the new pay range maximum, the employee's salary shall be adjusted to the new pay range maximum. An employee who is not at the pay range maximum may advance to the next pay step one year from their demotion date if required performance expectations are met.

- D. Position Reclassification to a Higher Pay Grade: An employee in a position which has been reclassified from one pay grade to a higher salary grade shall be placed in the new pay grade at the range minimum rate or shall be placed at a step which provides a salary increase of 5 percent, whichever is greater. An employee who is not at the pay range maximum may advance to the next pay step one year from their reclassification date if required performance expectations are met.
- E. Position Reclassification to a Lower Pay Grade: An employee in a position which has been reclassified from one pay grade to a lower grade shall be placed on a step in the new pay grade closest to, but not lower than, the rate the employee was receiving prior to the reclassification. If the employee's salary at the time of the reclassification exceeds the new range maximum, the employee shall retain his/her present salary and such employee shall be eligible for half the annual adjustment until his/her salary is again within the new pay range. An employee who is not at the pay range maximum may advance to the next pay step one year from their reclassification date if required performance expectations are met.
- F. Red Circle Policy: When a red circle is authorized the employee will receive half the annual adjustment for the employee's new classification and pay grade or move to the maximum step in the pay grade, whichever is greater.

The Personnel Committee may red circle the salary of an employee when one of the following conditions exists:

1. A transfer or elimination of job duties and responsibilities results in an employee being paid more than is appropriate.
2. An employee moves to a lower paid position in response to the elimination of her/his position because of budget cuts or library reorganization, or the loss of position due to the exercise of replacement rights defined in a Labor Agreement by another dislocated employee.

- G. Temporary Appointments: When the services of an employee are temporarily needed in a position with a classification different than the employee's regular position, the employee may be assigned by the Library to perform the duties of such position for a period not to exceed three (3) months. A written statement outlining the reasons for the assignment shall be submitted to the Library Director for approval before such an assignment is made. In unusual circumstances, an extension of the assignment beyond the three (3) months, may be authorized by the Library Director upon written request by the manager. Such assignment shall not confer on an employee any privilege or right to this position.

An employee temporarily appointed to a position of a higher classification shall receive the step in the new pay grade which would constitute a minimum of five percent (5%) over the salary received prior to the appointment, but in no case may the new salary exceed the range maximum of the new pay grade. If the appointment exceeds one year and is not at the range maximum, the employee would progress to the next step.

Section 5 Procedure for Review of Position Classification and Equity Adjustments.

- A. A request for a reclassification of a current position may be initiated by the employee or her/his manager between April 1 and April 30 of any year. The employee can obtain the necessary forms from the Administration office, complete them and submit them to her/his manager.
- B. If an employee covered by the Personnel Policy or her/his manager believe the position classification warrants an equity adjustment due to changes in the labor market, the necessary forms for initiating a review are available from the Administration office.
- C. A request for reclassification must be supported with documentation of substantial changes in job duties/responsibilities since the last review. Changes in duties/responsibilities may result from Library reorganization or from a gradual change occurring over an extended period of time.

Reclassifications shall not be considered for temporary changes (see Chapter 2, Section 4 G, Temporary Appointments).

- D. The Library Personnel Specialist evaluates the positions through study of new and former position questionnaires, class specifications, related positions, market surveys, etc. Interviews may also be conducted with the employee, manager, and other appropriate persons.
- E. The Library Director submits a written report and recommendation concerning the requested change to the Personnel Committee.

- F. The Personnel Committee will act upon the request after considering the information provided and the Library Director's recommendations.

