

RESOLUTION NO. 71-15
AMENDING PERSONNEL POLICY CHAPTER 5 TO ADD SECTION 5.3 RECLASSIFICATION
POLICY

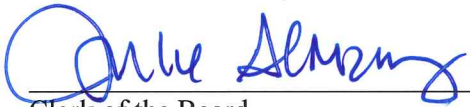
WHEREAS, each regular job title within the County is classified into one of the County's job classifications for salary purposes. Each job classification is designated a particular salary or salary range shown on the County's salary range alignment, which is modified periodically by the Board of County Commissioners, or as specified in the applicable union agreement

WHEREAS, no additions of staff (either part or full-time) or changes in salary and/or classification are permitted without approval of the Board of County Commissioners. A reclassification is a change in the allocation of a position from its current job classification to a different job classification as a result of changed duties, responsibilities, and/or authority of a position. Reclassification will be considered when an employee has been permanently assigned to perform the primary functions of a different job classification or has been permanently assigned significantly different duties which may warrant establishing a new job classification. ; - Attachment A

NOW, THEREFORE BE IT RESOLVED that the Board of County Commissioners does hereby revise Mason County's Personnel Policy Chapter 5 to add a Reclassification Policy.

DATED this 22 day of December, 2015.


ATTEST:



Clerk of the Board

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON


Randy Neatherlin, Chair

APPROVED AS TO FORM:


Tim Whitehead, Chief DPA


Tim Sheldon, Commissioner


Terri Jeffreys, Commissioner

approval of the Human Resources Director, a promoted employee may be placed in a step higher than that specified above.

If the Human Resources Director does not concur in a request for advanced step placement for a newly hired or promoted employee, the Elected Official or Department Head may appeal that decision to the Personnel Review Committee. The Personnel Review Committee is a three (3) member panel consisting of a County Commissioner, an Elected Official and a Department Head. The Board of County Commissioners appoints the members of the Personnel Review Committee.

5.3 RECLASSIFICATION

A reclassification is a change in the allocation of a position from its current job classification to a different job classification as a result of changed duties, responsibilities, and/or authority of a position. Reclassification will be considered when an employee has been permanently assigned to perform the primary functions of a different job classification or has been permanently assigned significantly different duties which may warrant establishing a new job classification.

An employee may request reclassification by submitting a written request, which includes a justification, to their Elected Official or Department Head. The Elected Official or Department Head shall respond to the employee in writing within thirty (30) working days.

An Elected Official/Department Head may request reclassification of a position by submitting a written request with justification and a revised Job Description to the Human Resources. Human Resources shall respond to the request in writing within thirty (30) working days of receipt of the request.

If approved or denied by Human Resources, the request may then be submitted to the Board of County Commissioners, with written justification from the Elected Official/Department Head for their review. The Board of County Commissioners shall respond to the request in writing within thirty (30) working days of their receipt of the request. If approved by the Board, the reclassification shall be effective as of the date of Board's action or other effective date as may be set by the Board in such action. If the Board denies the request, the matter is closed.

Step placement of an employee who has been reclassified shall be the same as if the employee had been promoted, transferred, or demoted, whichever is applicable.

5.4 PAYDAYS

County employees are paid semi-monthly on the 10th and 25th of each month and the payroll will be a direct deposit into the bank of the employee's choice. If a regularly scheduled payday falls on Saturday or Sunday, payroll will be a direct deposit on Friday. If a regularly scheduled payday falls on a holiday, payroll will be a direct deposit on the last regular work day prior to the holiday.

[PER RESOLUTION 04-08, 1/8/08]