

Subject: Position Reclassification and Allocation	Policy/Procedure Number: 00012
Effective: TBD	Review Date:
Applicable To: Chiefs of Staff, VT State Legislative Employees except House and Senate staff	Revision Date:
Issued By: Legislative Office of Human Resources	Approved By: Legislative Office of Human Resources; Joint Legislative Management Committee

PURPOSE AND POLICY STATEMENT

Each Vermont General Assembly staff position is assigned to an appropriate job grade as outlined in the applicable pay structure, determined through an extensive evaluation of position duties and responsibilities. Reclassification of a position or a position's existing grade may be considered when it is determined that a necessary, significant change in the position has taken place.

Staff directors may request, through the Legislative Office of Human Resources, the allocation of a new position or the reclassification of a filled or vacant position, when the duties and responsibilities of the position have significantly changed as outlined in this policy.

DEFINITIONS

Reclassification—a change to an existing filled or vacant position when there is evidence of necessary, significant change in factors of a position such as position requirements, degree of responsibility, office restructuring, and/or other factors.

Allocation—the process used to assign newly created positions to a job grade.

GENERAL GUIDELINES

Reclassification Requests for a Filled or Vacant Position

A filled or vacant position is eligible for a reclassification review when there has been a necessary, significant change in factors of that position, such as the scope, impact, complexity, responsibilities, demands, independence, decision making, required education, and accountability.

When reclassifying positions, significant changes to the position should account for greater than 50 percent of the existing duties and responsibilities. An increase in workload does not typically justify a change in classification. There may be times when a position is reclassified due to a reduction in factors.

A staff member must have at least six months of continuous service in the current position for the position to be eligible for a reclassification review unless there is an urgent business need.

It is the responsibility of the office director to identify significant changes in job responsibilities and to initiate a reclassification review request with the Legislative Office of Human Resources by submitting a completed “Position Reclassification/Allocation Form.” Requests must include a comparison of the current job description with an updated job description and any changes to responsibilities. It must also include an up-to-date resume and current organizational chart if the reporting structure has changed.

Factors considered when reclassifying a position:

- Nature or type of work performed
- Level of responsibility
- Impact of position on the office, legislative staff, and/or General Assembly
- Reporting relationships
- Scope of duties and goals
- Complexity of work
- Creativity/innovation required
- Supervision received
- Supervision exercised
- Knowledge and skills required to perform the duties

Factors that are not grounds for reclassifying a position:

- Outstanding work performance
- Years of service
- Increase in volume of work
- Qualifications of the incumbent that are not required by the position
- Personality
- Retention concerns
- Financial needs

Reclassification Determinations

The Legislative Office of Human Resources and the office director will review the details of the request to determine if a reclassification is appropriate. The Legislative Director of Human Resources will consult with the Chief Fiscal Officer on budgetary implications. If a reclassification is appropriate, the Legislative Office of Human Resources will determine a grade and, if necessary, compensation, that aligns with the applicable pay structure. If a new grade is required and needs to be created in the pay structure, external consulting may be used to assist with this process. Decisions are based solely on the position and not the incumbent in the position. In all cases, the incumbent must meet the minimum qualifications of the reclassified position.

Requests, subject to the applicable legislative process(es), will be processed upon agreement between the office director and the Legislative Director of Human Resources. If agreement is not reached, the office director and the Legislative Director of Human Resources will jointly bring the request before the director's applicable oversight committee.

Processing Reclassifications

The Legislative Office of Human Resources will process any approved reclassification changes with the Department of Human Resources. Approved wage adjustments will be effective at the start of the next pay period following the final date of approval.

Allocation of New Positions

When a new position is requested to be established, subject to the applicable legislative process(es), the office director shall submit a proposed justification, job description, and organization chart to the Legislative Office of Human Resources. The Legislative Director of Human Resources will consult with the Chief Fiscal Officer on budgetary implications. The Legislative Director of Human Resources shall evaluate the duties and responsibilities of the new position and, if justified, assign an appropriate grade and salary to the position that aligns with the applicable pay structure. If a new grade is required and needs to be created in the pay structure, external consulting may be used to assist with this process.

Subject to the applicable legislative process(es), requests will be processed upon agreement between the office director and the Legislative Director of Human Resources. If agreement is not reached, the office director and the Legislative

Director of Human Resources will jointly bring the request before the director's applicable oversight committee.

Processing Allocations

The Legislative Office of Human Resources will process any approved allocation changes with the Department of Human Resources. Approved wage adjustments will be effective at the start of the next pay period following the final date of approval.

Ongoing Review of the Pay Structure

Internal and external influences such as office reorganizations and job market demand can shift from year to year. These internal and external influences may impact the existing position classification structure, requiring a review of specific positions to maintain pay plan equity and to remain competitive in the job market across the General Assembly's entire pay plan. Therefore, a formal review of the pay structure and the placement of positions within that structure will take place approximately every three years.

This document is subject to change and is not intended to establish a contract of employment or any contractual rights.

Employees with questions, concerns, or disputes with the content of this policy must notify their direct supervisor/director or the Legislative Office of Human Resources at the Vermont General Assembly, Montpelier, VT, in writing, which may include e-mail.