

Employee Reclassification and Market Adjustment

I. Purpose

To establish a policy and a procedure for the reclassification or market adjustment of job positions.

II. Policy

The City of Lynnwood wishes to pay its employees fairly and competitively. To that end, reclassification of a position may be approved when the required qualifications, duties, and/or responsibilities of a job have changed significantly from its current description. A position's pay grade may also be adjusted when a change in the job market indicates such adjustment is warranted. All such changes are subject to Mayor and Council approval.

III. Procedure

- A. The Department Director responsible for the affected position must initiate a written request for a position review to the Human Resources Director. The Human Resources Director will provide for a job analysis to be conducted to determine whether an employee is performing at a significantly different level of responsibility than his/her current position dictates. The Human Resources Director will make a recommendation to the Department Director, and then with his/her concurrence, to the Mayor for approval. The Mayor's decision is final, pending Council approval of any reclassification requiring council action.
- B. The Human Resources Department will consider the following when evaluating classification or market adjustment requests:
- Changed duties resulting from additions, deletions, expansions, or reductions in responsibility
 - Changes in training or qualifications required for the position
 - Consolidation or reassignment of duties, significantly changing the position
 - Present and future organizational structural and service delivery needs
 - Review of salaries of similar positions in other jurisdictions/organizations

- C. Requests for position review may occur at any time throughout the year, but for budgetary reasons, positions should be reviewed and submitted for evaluation by not later than September 1 of each year as part of preparation for the annual budget. The effective date of approved reclassifications in such cases will be January 1 of the budget year for which they are approved.

- D. In the event an evaluation results in a recommendation for classification at a lower salary range, the incumbent will be placed at the step which most closely matches his/her current salary rate. If the step in the new range is lower than the incumbent's current salary rate, the rate will be red-lined (frozen) and thus ineligible for cost-of-living adjustments until the newly-assigned rate moves within the appropriate range.

Approved:


Tina Roberts-Martinez, Mayor

1-18-2001
Date