

# Salt Lake County Human Resources Policy 2-200: Allocation and Classification of Merit Positions

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## **Purpose**

This policy establishes the County's procedures to monitor and control the classification and allocation of merit positions.

## **I. Policy**

The Human Resources Division will classify all new merit positions, reclassify existing positions, and administer the classification appeal process. Merit positions will be approved, classified, and allocated prior to any individual being hired, appointed, promoted, transferred, demoted, or reassigned.

## **II. Procedures**

- A. The Human Resources Division will allocate new or additional merit positions after the council approves the budget. A position will not be filled unless it has been allocated, approved and classified.
- B. Classification of Positions
  1. Administrators will develop and revise position descriptions.
  2. Administrators may collaborate with employees to develop and revise position descriptions, but will have final approval authority and be responsible for the accuracy of position descriptions.
  3. Administrators are responsible for reviewing and certifying the accuracy of current job descriptions every three years. The certification will be submitted to the Human Resources Division.
  4. Significant changes in assigned duties may require a position classification review.
  5. Elected Officials or Department Directors will request the Human Resources Division to classify or reclassify positions by submitting [required information](#). The Human Resources Division will classify the position through established methods that include reviewing market conditions, similar complexity of duties performed as well as knowledge, skills and abilities to determine the appropriate job title, pay grade, minimum qualifications, FLSA status, and other requirements.
  6. The Human Resources Division will notify Elected Officials or Department Directors and employees of the classification changes.
    - a. The effective date for such requests will be the beginning of the first pay period following receipt of the agency request and/or the new position description.
    - b. The Human Resources Division will maintain a file of approved classification decisions and position descriptions.
- C. Minimum Qualifications for county positions will be set by the Human Resources Division, after input from the Agency.
  1. If a reclassification results in an employee not meeting minimum qualifications:
    - a. He or she will be separated under the [Reduction in Force Separations policy](#).
    - b. Probationary employees will be separated.

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2. If an incumbent employee meets minimum qualifications he or she will be assigned to the new classification.

## D. Classification Appeals

1. Administrators or any merit employee whose position has been reclassified may appeal the decision.
2. Reclassification appeals will be limited to those decisions significantly changing the duties or level of responsibility to the employee's current position.
3. Reclassification appeals do not include an employee's volume of work.
4. Changes to salary grades based on market adjustments cannot be appealed.
5. Time Limits and Waivers
  - a. An administrator or employee will have 14 calendar days from the date of the decision to file a written appeal.
  - b. Unless otherwise specified, the time limit between each level in the appeal process will be 14 calendar days.
  - c. Any level of review or any time limits established in this procedure may be waived or amended by mutual written agreement of all parties.
  - d. If the administrator or employee fails to appeal from one level to the next level within the time limits established, the classification decision will be considered final based on the most recent decision and will not be subject to further appeal or consideration.

## 6. Levels of Appeal

- a. Classification Staff Review
  - i. An administrator or employee may appeal a classification decision to the Classification staff by completing a [Position Classification Appeal Form – Classification Staff Review](#) within 14 calendar days of receipt of the decision.
  - ii. The Human Resources Division will schedule a meeting with the administrator or employee within 14 calendar days from the date of a timely appeal.
  - iii. The purpose of the Classification Staff Review is to allow the administrator or employee to discuss the classification decision and provide information the administrator or employee believes is relevant.
  - iv. The manager of the classification staff or designee will issue a written decision within 14 calendar days following the Classification Staff Review meeting.
  - v. A copy of the written decision will be provided to the administrator and employee, the Human Resources Director, and the Human Resources EEO Manager or designee.
  - vi. If the Human Resources Division does not reply within the established time limit, the administrator or employee may proceed to the next level of appeal.
- b. Classification Appeal Hearing
  - i. The EEO Manager or designee will maintain a list of three trained Classification/Compensation Hearing Officers who will hear appeals on a contract basis. The hearing officers may not be County employees and will have no conflict of interest or involvement in the facts at issue. The list of hearing officers will be approved annually by the Mayor.

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- ii. An administrator or employee may appeal to a Classification Hearing Officer based on either the decision of the manager of the classification staff or designee or failure of the classification staff to schedule the Classification Staff Review within established time limits. In either case, appeals will be submitted on the [Position Classification Appeal Form – Classification Hearing Officer](#) and addressed to the EEO Manager or designee within 14 calendar days.
  - iii. The classification appeal hearing will be scheduled within 14 calendar days following receipt of written notification.
  - iv. The EEO Manager or designee will notify both parties of the time and place of the hearing.
  - v. The EEO Manager or designee will provide the hearing officer with all information relevant to the classification or reclassification decision and appeal.
  - vi. The Classification Hearing Officer will have access to all related information and may consider new and additional information.
  - vii. The hearing procedures will be at the discretion of the Classification Hearing Officer, but will follow the guidelines of the [Classification Hearing Officer Manual](#).
  - viii. The Classification Hearing Officer will provide written recommendation to the Human Resources Director within 14 calendar days following the conclusion of the hearing.
7. Final Decision
- a. The Human Resources Director will consider the Classification Hearing Officer's recommendation and will issue a decision within 14 calendar days. This decision is final and will not be subject to further appeal or consideration.
  - b. A copy of the Human Resources Director's decision and the Classification Hearing Officer's recommendation will be provided to the administrator or employee and the EEO Manager or designee.
  - c. The Human Resources Director's decision will be implemented within 14 calendar days of issuance.
  - d. An official record of all classification and appeal decisions will be maintained by the Human Resources Division.

### III. References

- A. County Personnel Management Act, [Utah Code 17.33](#)
- B. Human Resources Policies:
  1. 1-200, General Definitions
  2. 2-900, Reduction in Force Separations
  3. 5-100, Pay Practices