Classification Review Program
Information, Policies, and Procedures

I. Purpose and Program Definition

II. General Information
   A. Classification Program Objectives and Mission
   B. Developing and Establishing a Job Description
   C. Changing Position Duties/Updating a Job Description
   D. Temporary Assignment or Temporary/Permanent Reassignment Resulting in Reclassification
   E. New Position Classification
   F. Reclassification Upon Replacement
   G. Management’s Role in the Classification Process
   H. Types of Classification Reviews

II. Policy: Classification Review Program
   A. Delegation of Classification Authority and Overall Policy
   B. Employee Working Below the Current Classification Level: Red Circle Rate
   C. Classification Effective Dates
   D. Documents Required:
   E. Appeal Procedures