

**SALT LAKE COUNTY HUMAN RESOURCES POLICY & PROCEDURE****ALLOCATION AND CLASSIFICATION OF MERIT POSITIONS****REFERENCE**

County Personnel Management Act, Utah Code Annotated, 17-33  
Human Resources Policy & Procedure:  
    General Definitions  
    Pay Practices  
    Reduction-in-Force Separations

**PURPOSE**

To establish procedures by which Salt Lake County shall monitor and control the classification and allocation of County merit positions.

**POLICY**

Upon budget approval from the Council, the Human Resources Division shall allocate new or additional merit positions to requesting agencies. No person shall be hired or appointed, and no merit employee shall be promoted or transferred to any position, until it has been approved, classified and allocated.

**PROCEDURE**

- 1.0 Administrators shall submit, in writing, to the Mayor through Human Resources, requests for reclassifications, new or additional allocations, to transfer an allocation from one payroll unit to another or to abolish an allocation. Upon approval, the Mayor shall authorize the Human Resources Division to allocate, transfer or abolish the allocation(s) as appropriate.
  - 1.1 The effective date for new, additional, reclassified or transferred allocations shall be the beginning of the first pay period following receipt of the agency request and/or the new position description in the Human Resources Office.
- 2.0 An allocation shall not be classified or reclassified unless the Human Resources Division has received a new position description or has an existing position description or class specification on file.
  - 2.1 The position description shall include the critical or essential objectives and tasks of the position. The class specification should reflect the general types of duties and responsibilities performed by employees in the occupational group.
  - 2.2 Supervisors shall be held accountable for the accuracy of position descriptions and for notifying the Human Resources Division of significant and substantive changes in duties and responsibilities consistent with the procedures described in this policy.
  - 2.3 Supervisors shall prepare position descriptions in the approved standard format and submit them to the Human Resources Division after ensuring they are signed and approved by the parties identified on the position description form.
  - 2.4 The Human Resources Division shall maintain a file of position descriptions or class specifications for each Agency.
- 3.0 The Human Resources Division shall prepare a letter to notify the Administrators and

incumbents of the allocation change to include the effective date, the job code, FLSA status, title, grade, and full time equivalency (FTE).

3.1 Appeals of decisions involving the above matters may be filed under provisions of Human Resources Policy #5708, Classification Appeals.

4.0 Minimum qualifications for County positions shall be set by the Human Resources Division.

4.1 If the incumbent in a reclassified position does not meet the new minimum qualifications as established by Human Resources, and is not required to do so by law, he or she shall be grandfathered into the reclassified position.

4.2 If the incumbent in a reclassified position does not meet the new minimum qualifications and is required to do so by law, grandfathering shall be prohibited and the following procedures shall apply:

4.2.1 Probationary employees will be terminated in good standing.

4.2.2 Merit employees may be transferred, reassigned, or promoted to another position in accordance with Human Resources Policy and Procedure: Pay Practices; OR

4.2.3 The employee may be terminated in accordance with Human Resources Policy and Procedure.

5.0 An official record of Salt Lake County allocations shall be maintained by the Human Resources Division.

APPROVED AND PASSED THIS 15<sup>TH</sup> DAY OF JULY, 2008