



PERSONNEL POLICY 6

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CLASSIFICATION

Effective Date: May 3, 2012

SECTION 1. Preparation of Plan: The Town Manager will ensure the preparation of a classification plan including job evaluations and written job descriptions, specifications, qualifications, identification of job family and potential career pathways when applicable. The classification plan should be so developed and maintained that all positions substantially similar with respect to duties, responsibilities, authority, and character of work are similarly classified and compensated.

SECTION 2. Adoption, Amendment, and Revision of Plan: The classification plan may be amended from time to time by action of the Town Council.

SECTION 3. Authorization of Positions: New positions, or changes to positions that impact the budget, including changes to position classifications, annual adjustments, step and merit increases, and market adjustments, shall be approved by action of the Town Council, normally in conjunction with the annual budget approval process. The classification plan shall be updated by the human resources department within 30 days of such approval.

SECTION 4. Special Assignment: Police officers may be temporarily assigned by the Chief of Police to positions or special assignments of law enforcement outside the classified service. Special assignments may be for indefinite periods of time, and officers while on special assignment, continue to accrue benefits pursuant to all other policies of the Town. Selection, assignment and reassignment are not grievable under POLICY 18, "Grievance Procedures." When relieved from special assignment the officer shall be returned to his/her former position. Any special assignments for departments other than the Police Department require sufficient justification and approval of the Town Manager.

SECTION 5. Administrative Procedures: The Town Manager will ensure preparation of administrative directives to provide standard operational procedures in carrying out this policy. Changes to procedures shall be authorized by the Town Manager.