

Initial Classification

Policy

Initial classification occurs in the following situations:

- when a position or a group of positions is classified and brought under to State Personnel Act, and
 - when a position under the State Personnel Act, but not officially classified, is reviewed and a permanent classification and salary range is assigned.
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Salary Rate

When an employee's position is initially classified, the salary shall be treated as follows:

If an employee's current salary is:	the salary:
below the new minimum rate,	shall be adjusted to the new minimum.
within the new range,	shall remain unchanged.
above the maximum of the new range,	may remain unchanged.

Qualifications

An employee is automatically qualified when the position is initially classified.
