

# MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

SALARY ADJUSTMENTS FOR RECLASSIFICATIONS			
POLICY NO.	3.8	EFFECTIVE:	01/02/2024

## A. Merit Salary Increase Date

If merit increases are funded and available, the County shall designate the anniversary date for all employees covered by this policy. Reclassification shall not change the employee's date of merit salary increase.

## B. Downward Reclassification/Reallocation

Upon downward reclassification/reallocation of a position, an employee shall be placed in the lower pay grade at a point equal or closest to their current rate of pay. When the employee's rate of pay prior to reclassification exceeds the maximum of the new, lower range, the employee's rate of pay shall be frozen at that existing rate of pay until the pay of the lower pay grade matches or exceeds the employee's rate of pay at the time of reclassification/reallocation.

## C. Upward Reclassification/Reallocation

Upon upward reclassification/reallocation of a position, an employee shall receive the greater amount of either the minimum rate for the new pay grade or the next higher rate of pay in the new pay grade as compared to the rate of pay in the lower pay grade.

## D. When, in the opinion of the Department head, following this policy results in an inequity, the County Administrator may authorize an adjustment in pay to correct the inequity based on the circumstances involved.

## E. In no event shall a reclassification result in expenditures of funds beyond those contained in the departmental budget containing the position under consideration.