

# **MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL**

## **RECLASSIFICATION**

<b>POLICY NO.</b>	4.11	<b>EFFECTIVE:</b>	01/02/2024
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- A. Upon an 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.
- B. Upon a downward reclassification/reallocation of a position, an employee shall be placed in the new pay grade at a point equal to or closest to his/her current rate of pay, so that the employee is not penalized by a reduction in pay. When the employee's rate of pay prior to reclassification exceeds the maximum of the new, lower pay grade, the employee's rate of pay shall be frozen at the existing rate of pay until the pay of the lower pay grade matches or exceeds the employee's rate of pay at the date of reclassification/reallocation.
- C. Reclassifications shall not change the employee's anniversary date.