

NORTHCARE NETWORK

POLICY TITLE: Reclassification	CATEGORY: Personnel	
EFFECTIVE DATE: 1/1/15	BOARD APPROVAL DATE: 12/10/14	
REVIEW DATE: 4/8/25	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
RESPONSIBLE PARTY: HR Manager	CEO APPROVAL DATE: 5/7/25 Megan Rooney, CEO	

APPLIES TO

NorthCare Network Personnel

POLICY

NorthCare Network recognizes at times, a position's essential functions may change and may warrant a reclassification.

PURPOSE

To ensure a reclassification process is in place.

DEFINITIONS

N/A

REFERENCES

N/A

HISTORY

NEW POLICY – 1/1/15

REVISION DATE: 8/22/16, 6/23/17, 2/19/19, 12/1/19

REVIEW DATE: 12/3/14, 10/19/15, 8/22/16, 6/23/17, 4/23/18, 2/19/19, 12/1/19, 10/27/20, 8/26/21, 10/25/22, 8/17/23, 6/10/24, 4/8/25

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 5/10/18, 3/14/19, 1/7/20, 11/3/20, 9/7/21, 11/1/22, 9/5/23, 7/2/24, 5/7/25

BOARD APPROVAL DATE: 12/10/14

PROCEDURES

When a change has taken place or is expected to take place in the essential functions of a position, a job reclassification may occur. NorthCare Network or an employee may request a job classification review if it is believed the current classification does not reflect the employee's duties. All reclassifications will be reviewed and determined by the CEO. If a reclassification is approved, a new job description will be developed to reflect those changes and a new salary scale will be determined.

Higher Reclassification

- Occurs when an employee's position is moved to a higher classification which results in the employee receiving commensurate pay for the new level.

Lower Reclassification

- Occurs when an employee's position is moved to a lower classification which results in the employee receiving commensurate pay at a lower level.