

Number 6.4 - DECENTRALIZED REALLOCATION

Effective Date: March 1, 1996

Applicable To: All classified employees with the Executive Branch of the State of Vermont.

Issued By: Department of Personnel

Approved By: William H. Sorrell, Secretary of Administration

PURPOSE AND POLICY STATEMENT

It is the policy of the State of Vermont to delegate authority to agencies or departments to reallocate positions within certain specified classes.

The appointing authority determines that the duties assigned to a position correspond to the duties of the specific class, and makes those position reallocations with notification to the Department of Personnel.

This policy outlines the process for making position reallocations, and identifies the roles and responsibilities associated with this delegated authority.

This authority is limited to routine actions and to only those classes listed in Attachments A and B of this policy.

This policy does not apply to temporary reallocations which require prior approval from the Department of Personnel, Classification Unit.

DEFINITIONS

REALLOCATION - changing a position from one class to another class. A typical example is an employee hired into a trainee class who after completing the requisite experience or training requirements, moves to a full-class level within a job family or class series.

CLASS - a grouping of one or more positions that are sufficiently similar in the duties performed; degree of supervision exercised or received; minimum requirements of training, experience, or skill; and other characteristics. These similarities allow the same title, test of fitness, and pay grade to be applied to each position.

AUTOMATIC REALLOCATION - a position is routinely reclassified to a higher level with an effective date consistent with the requirements outlined in the class specification (See Attachment A).

TRAINEE - a position whose incumbent does not meet the minimum qualifications for the full level position, but may do so after additional training and experience. The incumbent may also be designated a trainee if that person is hired to perform a limited portion of the duties of the position, or has special supervision requirements.

GENERAL GUIDELINES

Decentralized reallocations, some of which are automatic, apply when an employee moves from one designated class to another without submitting a formal *Request for Classification Action PER-10* form and without advanced approval by the Department of Personnel. Automatic Reallocations are found in Attachment A. In such cases, the appointing authority must certify that the position incumbent:

- has satisfied all required minimum training and experience requirements for the higher class;
- has successfully completed any in-service required training for movement to the higher level class;
- has qualified on any required promotional examination;
- is currently performing the duties of the higher level class.

Individual departments may elect to use additional internal criteria or measures as a condition for moving to the higher class level including: required performance evaluations, interviews, peer review, and management team reviews.

The appointing authority (or designee) submits a request to reallocate a position certifying the established criteria has been met to the agency/department personnel officer who forwards it to the Department of Personnel for implementation.

When positions at a higher level class are vacant, they may be reallocated to the lower class prior to recruitment without formal approval from the Department of Personnel.

Employee advancement to the higher level class is only automatic if the class is on the automatic list of designated classes (See Attachment A). Time spent at a particular level is usually only one of several departmental criteria which should be satisfied before advancement. No advancement occurs unless the class specification criteria are met.

ADMINISTRATIVE RESPONSIBILITIES

1. **Appointing Authority and Department Managers** - are responsible for establishing decentralized reallocation review criteria and developing mechanisms to ensure that these criteria are applied in a consistent and timely manner. Reallocation criteria and review procedures should be clearly articulated and shared with employees.
2. **The Agency/Department Personnel Officers** - are responsible for administering the reallocation of positions consistent with the protocol issued by the Department of Personnel, Classification Unit, and the articles outlined in the

current collective bargaining agreements. Documentation should be maintained regarding the employee's eligibility, such as promotional examination results, and verification that the employee is performing the duties of the higher level class and when the employee began performing at the higher level.

When an employee is reallocated to a higher class, the personnel officer notifies the Department of Personnel by issuing the standard personnel action with any required documentation.

3. The Department of Personnel, Classification Unit - is responsible for:

- Determining which classes are eligible for decentralized reallocation, and updating the list of eligible classes semiannually.
- Revising class specifications to ensure that the criteria are current and meet the needs of agencies and departments.
- Concerns about decentralized decisions received from employees.
- Conducting periodic reviews with department managers to ensure that the provisions of this policy are understood and administered consistently. Working protocols will be developed to ensure that the same standards as the normal classification review process are applied.

4. The Department of Personnel, Quality Control Unit - is responsible for:

- Maintaining the computerized data base for position changes and employee status changes.
- Entering position changes to the data base when requested by department personnel officers.

5. Employees' Supervisors - are responsible for ensuring that employees are aware of criteria and internal review mechanisms for decentralized reallocation.

6. Employees - are responsible for meeting all the necessary requirements of a position, and notifying their personnel officer or the Department of Personnel, Classification Unit, if the reallocations are not made.

EFFECTIVE DATES

1. **Automatic class reallocations** - The effective date for pay or status adjustments for those classes listed in Attachment A will be the first day of the next full pay period following completion of the requirements for automatic reallocation.
2. **Decentralized reallocations** - Pay adjustments will be effective on the first day of the pay period following the date the appointing authority issues a written notification and request to the personnel officer. The request must certify that criteria for the higher level have been met.

If the department personnel officer determines that the criteria for reallocation were met at a date later than that requested by the appointing authority, then the later date will be the basis for any pay adjustment.

The provisions of the current collective bargaining agreements governing pay adjustments apply to those classes where the agency/department head has been delegated the authority to implement decentralized reallocation.

NOTE: Employees may initiate a concurrent filing for classification review to avoid disputes regarding retroactivity by sending a request to the Department of Personnel. The request should verify that they met criteria required by the classification specification and the department's internal standards for the position change.