



SECTION: HR
TOPIC: CLASSIFICATION 01
COMPENSATION
AUGUST, 2018

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: CLASSIFICATION AND COMPENSATION

1. All employees in the classified service should be properly classified according to job duties and responsibilities.
2. The principle of equal pay for equal work is the basis of the classification system.
3. Compensation practices shall be designed to provide internal equity among all employees.
4. Compensation will be designed to ensure that Dane County is competitive in the open market to attract the best qualified candidates for vacancies and that competent individuals, once hired, will be encouraged to make a career of public service with Dane County.
5. It is a recognized right of certified collective bargaining representatives to negotiate with Dane County on questions of wages, hours and conditions of employment. However, Dane County retains the management prerogative to classify positions according to established classification procedures based on the concept of equal pay for equal work.
6. Reclassification of positions should be requested only if the duties and responsibilities of the position have changed significantly and the change is expected to be long-term. Positions, which have changed dramatically over a short period of time, may be reclassified; however, competition may be required to fill the positions. (See "Reclassification of Position" Policy and Procedure).
7. It is the responsibility of each appointing authority to request a study by the Employee Relations Division of any position or classification whenever a reclassification or reallocation action may be indicated or requested by an employee. Compensation for bargaining unit classifications is subject to the bargaining process. Appointing authorities shall notify the Employee Relations Division of anticipated reorganizations to ensure that classification concerns are identified and legally resolved.
8. The reallocation/reclassification process may not be used for the following:
 - a. To create a new position seat (see New Positions-Creation of APM)
 - b. To take a position and split the FTE of the existing position to create two part time positions.
 - c. Combine positions of the same classification that results in a budgeted position seat with 0.0 FTE.
 - d. Combine positions of different classifications to increase the budgeted FTE of one classification.
9. A resolution is required for #8, b-d.

END OF POLICY