

CHAPTER 13
EFFECT OF REVISION IN SPECIFICATIONS ON STATUS OF
REGULAR AND PROBATIONARY EMPLOYEES

1.0 REVISIONS IN MINIMUM QUALIFICATIONS. A revision in the minimum qualifications of a class specification shall not affect the job status of any probationary or regular employee in that class of position in the service or on leave of absence.

2.0 REVISIONS IN DUTIES. When the duties of a position are found to be out of line with the class title under which the employee is serving, or when the duties of a position have so changed that they no longer conform to the class title under which an employee is being paid, a reallocation of the position shall be made in accordance with Merit System Regulations. Following reallocation of the position, the department shall request the Personnel Director to certify whether the employee meets minimum requirements for the class of position to which the job is reallocated, unless such action is a demotion or reassignment within the same series of positions.