

COMPENSATION**1.4.6****F. SALARY UPON RECLASSIFICATION****1. Upward Reclassification**

An employee whose position is reclassified to a job classification with a higher salary range, and who meets the qualifications and requirements for the new classification, shall be compensated at the closest step within the new salary range that will provide a minimum increase of five percent (5%). A new probationary period is not required and the performance review date shall not change.

2. Downward Reclassification

An employee whose position is reclassified to a job classification with a lower salary range shall:

- a. Retain his/her current salary if the current salary is the same as a step within the salary range of the new classification;
- b. Be placed at the closest step within the salary range of the new classification that approximates the current salary if the current salary is between steps within the new salary range; or
- c. Be placed at the maximum step of the new range if the current salary is above the new range; or
- d. Be assigned a Y-rate designation to hold the employee at the current salary rate, without increases, until such time as the salary range for the new classification is the same or exceeds the amount of the Y rating. A Y rating requires approval of the City Council.