

## Initial Classification

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**Policy**

Initial classification occurs in the following situations:

- when a position or a group of positions is classified and brought under to Human Resources Act, and
  - when a position under the Human Resources Act, but not officially classified, is reviewed and a permanent classification and salary range is assigned.
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**Salary Rate**

When an employee's position is initially classified, the salary shall be treated as follows:

<b>If an employee's current salary is:</b>	<b>the salary:</b>
below the new minimum rate,	shall be adjusted to the new minimum.
within the new range,	shall remain unchanged.
above the maximum of the new range,	may remain unchanged.

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**Qualifications**

An employee is automatically qualified when the position is initially classified.

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