

**150 – COMPENSATION AND CLASSIFICATION PLAN  
FOR CLASSIFIED EMPLOYEES**

**A. Classification Matrix System**

1. The Court System uses a Classification Matrix System, a point factor system, to evaluate positions to assign job classification and compensation.
2. Job information, including essential functions and minimum requirements required for the job, is documented in classification descriptions or job descriptions. Each description is evaluated in the Classification Matrix System using the following five factors:
  - a. Knowledge and skill;
  - b. Supervisory authority;
  - c. Public relations;
  - d. Working conditions; and
  - e. Education and experience.
3. Each factor is weighted differently in terms of the relative importance of the factor to the overall score of the job or classification. The total points scored determine the pay grade of the job or classification. Salary ranges are assigned to pay grades based on market data.

**B. Pay Grade Review**

1. An appointing authority may request the pay grade of a particular classification be reviewed if it is believed that market conditions require the review in order to hire or retain employees in that classification, or it is believed that the relative value of the classification should be adjusted.
2. The request, along with accompanying documentation sufficient in detail to justify the request, must be submitted to the Human Resource Director who will forward the request to the Personnel Policy Board for review and recommendation to the Chief Justice.

**C. Reclassification Request**

1. A position may be reclassified when warranted by a permanent substantial change in the duties and responsibilities of a position.
2. The classification process examines and evaluates the duties, tasks, and requirements of the position - not the abilities, background, or performance of the person in the position. An increase in the quality or volume of work does not generally justify reclassification
3. Request by Appointing Authority

An appointing authority may request a classification review of a position if the position has not been reviewed within the previous twelve months. The [classification/reclassification request](#) form must be submitted to the Human Resource Director.

4. Request by Employee

An employee may request a classification review of the employee's position if the position has not been reviewed within the previous twelve months. The employee must submit a [Job Data Questionnaire](#) to the appointing authority. The appointing authority must submit the request and a recommendation concerning the request to the Human Resource Director.

5. Approval Process

The Human Resource Director will make a determination of the classification and pay grade using the job evaluation plan (Classification Matrix System) of the Court System. A determination by the Human Resource Director that a position should be approved for reclassification will be forwarded to the Personnel Policy Board for approval and, if approved, forwarded to the Chief Justice for final determination.

6. Appeals

- a. The decision of the Human Resource Director may be appealed to the State Court Administrator. The State Court Administrator may make a determination or refer the matter to a master or panel for advice. The employee is entitled to a personal appearance before the State Court Administrator.
- b. The decision of the State Court Administrator may be appealed to the Personnel Policy Board. The Personnel Policy Board may limit the appeal to an appeal on the record. The Personnel Policy Board's decision is final on all denials.

Approved by the Supreme Court 4/1/12