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**Guidelines For
Submitting Classification &
Salary Actions
To The Human Resources
Department**

Guidelines For Submitting Classification and Salary Actions To The Human Resources Department

Definitions:

- **PIN:** Position Identification Number - A unique number that identifies a position.
 - **Position Review:** A review of a position for evaluation purposes to determine the proper classification, grade and salary.
 - **New Classification:** A new job classification that needs to be established when changes in technology, organizational structure, legislation, classification structure, etc. necessitate the need to identify job functions that are not adequately covered by existing job classifications. Usually, a new set of job duties is developed.
 - **Reclassification:** A change of a position from one job classification to another job classification that more appropriately reflects the duties and responsibilities of the position. The reclassification may be to a higher, lower, or the same grade and salary as the former position. Note: Usually, an existing set of job duties is modified by adding or removing duties from the position. The position should have undergone a substantial change in job function that has increased (or decreased) the duties and responsibilities enough to impact the current grade or salary.
 - **Acting Capacity:** A designation of an employee to serve in the absence of another employee for a specified period of time and to perform the duties of the absent employee's position. There is a ten workday waiting period regarding payment for work done in an acting capacity.
 - **Promotion:** A change from a position in one job classification to another position of a different job classification that has a higher grade or salary. Promotions are secured through either a competitive selection process, or through appointment for those positions that serve at the pleasure of the appointing authority, and are usually accompanied by a salary increase. A promotion usually involves the position relinquishing many of the former duties and assuming a new set of duties which are essentially different. Promotions are to be "competed" among qualified candidates.
 - **Demotion:** A change from one job classification to another job classification with a lower grade or salary. Demotions may be voluntary or involuntary and are subject to the conditions of the compensation policy.
 - **Transfer:** The lateral movement of an employee from one position in a job classification to another position which may be in either the same or a different job classification. There is no grade or salary change. A different PIN is usually assigned.
 - **Non-Competitive Promotion:** Advancement from entry level to the proficient level of work in a classification series without changing the position identification number. Also referred to as an interchangeable promotion. Employee must have served in the entry level classification for at least one year.
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Guidelines:

- All requests for personnel actions must be submitted in writing and must have **ORIGINAL SIGNATURES** of the employee, the immediate supervisor, and the senior jurisdictional authority or designee (as applicable).
- All requests for personnel actions are to be forwarded to:

**Maryland Judiciary Human Resources Department
Office of Classification and Salary Administration
580 Taylor Avenue
Annapolis, MD 21401**

- Specific requests for actions below must include the designated items in order to avoid any delay in the processing of the action:
 - A request for a **Position Review, Reclassification, or New Classification** must include:
 1. A completed **Position Description Questionnaire (PDQ)** form.
 2. A cover letter providing justification for the request from management (i.e., Judge, State Court Administrator, Chief Clerk, Clerk of Court, Administrative Clerk, Unit Director, etc.).
 3. A **current** organization chart and information.
 - A request for **Acting Capacity** must include:
 1. A completed **Acting Capacity** form.
 2. A **current** organization chart.

Note: **NO Position Description Questionnaire is required for Acting Capacity requests.**
 - A request for a **Non-Competitive Promotion** must include:
 1. A completed **Request for Non-Competitive Reclassification / Interchangeable Action** form or
 2. A memo from management (i.e., Judge, State Court Administrator, Chief Clerk, Clerk of Court, Administrative Clerk, Unit Director, etc.) requesting the non-competitive promotion.
 - All of the above forms can be found on Courtnet at the following address:
http://courtnet/hr/forms_brochures/index.html
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