

**PEACE OFFICER MERIT COMMISSION POLICY & PROCEDURE**

**CLASSIFICATION OF MERIT POSITIONS**

**PURPOSE**

To establish procedures by which the Merit Commission shall administer the classification of merit positions.

**POLICY**

No merit system officer shall be hired, appointed, promoted or reassigned to any position, until it has been approved and classified

**PROCEDURE**

- 1.0 The Sheriff shall submit, in writing, to the Merit Commission requests for new position classifications, re-classification of a current position to a new position classification or to abolish a classification of positions.
- 2.0 For each classification the Merit Commission will approve a position description.
  - 2.1 The position description shall include the critical or essential objectives and tasks of the position and shall reflect the general types of duties and responsibilities performed by employees in the position.
  - 2.2 The Sheriff's Office and UPD Human Resource Manager shall maintain the accuracy of position descriptions and notify the Merit Commission of significant and substantive changes in duties and responsibilities consistent with the procedures described in this policy.
  - 2.3 Human Resources shall maintain a file of position descriptions or category specifications.
- 3.0 The Sheriff shall notify incumbents of any change in classification to include the effective date, the job code, FLSA status, title, grade, and full time equivalency
- 4.0 Minimum qualifications for merit system officer shall be set by the Merit Commission.
  - 4.1 If the incumbent in a reclassified position does not meet a new minimum qualification as established by the Merit Commission, and the new qualification is not required by law, the incumbent may be grandfathered into the reclassified position.
  - 4.2 If the incumbent in a reclassified position does not meet the new minimum qualifications which are required by law, grandfathering shall be prohibited and the following procedures shall apply:

- 4.2.1 Probationary employees may be terminated in good standing.
  - 4.2.2 Merit system officers may be transferred, reassigned, or promoted to another position for which the officer qualifies OR
  - 4.2.3 The merit system officer may be terminated in accordance with policy.
- 5.0 An official record of positions and classifications shall be maintained by Sheriff's Office or UPD's Human Resources.

APPROVED AND PASSED THIS 26 DAY OF May, 2018.

SALT LAKE COUNTY  
PEACE OFFICER MERIT COMMISSION

By: Kenn Wallentine  
Kenneth Wallentine, Chair