

Employee Classification Policy



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POLICY STATEMENT:

[Company Name] recognizes the importance of a fair and consistent employee classification system. As such, we have established a comprehensive system that categorizes our employees into four levels: entry-level employees, professional employees, managerial employees, and senior management employees. The classification of employees is based on their job duties, responsibilities, and qualifications.

To ensure that the classification system remains accurate and fair, employees will be evaluated and reclassified as needed. We believe that this system promotes equity in the administration of compensation, benefits, and other employment-related programs.

PURPOSE:

- Establish a fair and consistent employee classification system within [Company Name].
- Outline the criteria for determining an employee's classification, which includes job duties and responsibilities, level of skill and knowledge required for the position, level of decision-making authority, and level of supervision required.
- Establish four levels of employment: entry-level employees, professional employees, managerial employees, and senior management employees.
- Assign a corresponding salary range and benefits package to each level based on their classification.
- Ensure that employees are evaluated and reclassified as necessary to ensure that their classification accurately reflects their job duties, responsibilities, and qualifications.
- Promote equity in the administration of compensation, benefits, and other employment-related programs.
- Provide clear guidelines for employee classification.
- Ensure fair treatment of all employees within [Company Name].
- Recognize and reward employees for their skills, responsibilities, and contributions to the organization by adhering to this policy.

SCOPE:

- This policy applies to all employees of [Company Name].
- This policy covers the classification of employees based on their job duties, responsibilities, and qualifications.

CLASSIFICATION SYSTEM:

[Company Name] has established a classification system that recognizes and rewards the skill level, responsibility, and contribution of each employee. The classification system consists of several levels of employment, each with its specific duties, responsibilities, and benefits. The levels of employment are:

ENTRY-LEVEL EMPLOYEES:

Entry-level employees are those who have just started their careers with [Company Name]. They perform routine tasks and receive on-the-job training. Entry-level employees are typically responsible for administrative and support functions and are supervised by professional or managerial employees.

PROFESSIONAL EMPLOYEES:

Professional employees are those who have acquired a specialized knowledge or skill set that enables them to perform technical or professional duties. They are typically responsible for the application of specialized knowledge and skills in a specific area of work. Professional employees are expected to provide advice and technical support to entry-level employees and other departments within the organization.

MANAGERIAL EMPLOYEES:

Managerial employees are responsible for supervising the work of other employees, setting goals and objectives, and making decisions that impact the organization. They are expected to have a broad understanding of [Company Name's] operations, policies, and procedures, as well as the ability to manage resources, including personnel, to meet goals and objectives. Managerial employees may also be responsible for planning and directing work, providing training and coaching, and evaluating employee performance.

SENIOR MANAGEMENT EMPLOYEES:

Senior management employees are responsible for the overall direction and management of [Company Name]. They provide leadership and make decisions that impact the organization as a whole. Senior management employees are expected to have a deep understanding of the organization's operations, policies, and procedures, as well as the ability to formulate and implement strategic plans and policies.

CLASSIFICATION CRITERIA:

The following criteria will be used to determine an employee's classification:

- **JOB DUTIES AND RESPONSIBILITIES:** The nature of an employee's job duties and responsibilities are a primary factor in determining their classification. Entry-level employees are typically responsible for more routine and basic tasks, while higher-level classifications involve more complex and specialized job duties and responsibilities.
- **LEVEL OF SKILL AND KNOWLEDGE REQUIRED FOR THE POSITION:** The level of education, training, and experience required for the position is also taken into consideration when determining an employee's classification. Professional employees typically have advanced degrees, certifications, or specialized training, while managerial and senior management employees have extensive experience and expertise in their respective fields.
- **LEVEL OF DECISION-MAKING AUTHORITY:** The amount of decision-making authority an employee has within their position is another factor in determining their classification. Entry-level employees typically have little decision-making authority, while higher-level classifications involve more responsibility for making strategic decisions.
- **LEVEL OF SUPERVISION REQUIRED:** The amount of supervision an employee requires is also considered when determining their classification. Entry-level employees typically require more supervision, while higher-level classifications involve more independence and require less supervision.

EMPLOYEE EVALUATION AND RECLASSIFICATION:

- Employees will be evaluated and reclassified as needed to ensure that their classification accurately reflects their job duties, responsibilities, and qualifications.
- Evaluation and reclassification may occur as a result of changes in an employee's job duties, the organization's operations, or as part of the annual performance review process.



COMPENSATION AND BENEFITS:

Compensation and benefits for employees will be based on their classification level, with each level having a corresponding salary range and benefits package. The compensation and benefits package for each level will be reviewed and updated periodically to ensure that it remains competitive and reflects changes in the marketplace.

Employees may also be eligible for bonuses, stock options, and other incentives, based on their classification level and individual performance. These incentives will be established and administered according to [Company Name's] Bonus and Incentive Plan.

RESPONSIBILITY FOR ADMINISTRATION:

The Human Resources department is responsible for the administration of this policy and the classification of employees. Employees who have questions about their classification or the classification system should contact the Human Resources department for assistance.



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