



## Department of Transformation and Shared Services Office of Personnel Management

**Policy Title:** Crossgrading a Position

**Policy Number:** 38

**Authority:** Ark. Code Ann. § 21-5-203

**Revised:** May 1, 2019

A crossgrade is a temporary change in the classification of a position from the classification authorized in a state agency appropriation act. A crossgrade occurs between legislative sessions to assure correct classification and for other purposes.

A crossgrade may be requested if:

1. The agency has reorganized
2. The position has an approved promotional path
3. There is a change in job duties
4. The agency needs to better attract candidates with required qualifications
5. The employee has been demoted
6. The agency needs to utilize an extra-help position
7. The agency presents an extraordinary circumstance not contemplated above

A position may be crossgraded to a classification on the same pay table if the requested classification has the same or lower entry pay level than the authorized position.

Generally, crossgrades between pay tables will be limited absent extraordinary circumstances approved by the State Personnel Administrator; however, no position can be crossgraded to or from a position on the Senior Executive table.

If an employee's salary is higher than the maximum pay level of the crossgraded position, the employee's salary will be capped at the maximum pay level of the requested crossgraded position, unless the salary is otherwise legislatively mandated.

### Required Documentation

When an agency is requesting a crossgrade, the following documentation must be submitted to OPM:

1. Position Crossgrade/Downgrade form
2. Position Classification Questionnaire
3. Justification why the position is no longer needed as authorized

All crossgrade requests will be heavily scrutinized and OPM has the right to request additional information or send the paperwork back to the agency if an incomplete request is submitted. After the crossgrade has been approved by OPM, the change will be entered into AASIS.

### Restoring a crossgraded position

An agency may restore a crossgraded position back to the authorized position anytime during the fiscal year. Vacant positions with an approved promotional path will automatically restore to the authorized position at the end of each fiscal year.