
 Town of Swansboro	<b>Personnel Policy</b>		<b>Position Classification Plan Request for Reclassification</b>	
	Number: Article II; Section 6	Revisions:	Effective Date: November 20, 2012	Page of 1 1
	Supersedes:		Approved By: 	

## ARTICLE II. POSITION CLASSIFICATION PLAN

### Section 6. Request for Reclassification

Any employee who considers the position in which classified to be improper shall submit a request in writing for reclassification to such employee's immediate supervisor, who shall immediately transmit the request through the department head to the Town Manager. Upon receipt of such request, the Town Manager shall study the request, determine the merit of the reclassification, and make a decision to revise the classification and pay plan where necessary.