

Office of Personnel Management

Policy

Policy Title: Position Crossgrade/Downgrade	Policy Number: 10.07
Citation: Arkansas Code Annotated § 21-5-203	Forms: Position Crossgrade Downgrade Institution Crossgrade Downgrade http://www.dfa.arkansas.gov/offices/personnelManagement/Pages/forms.aspx

Purpose

A position crossgrade (or downgrade) is a temporary change in the classification of a position from the classification authorized in an agency's or institution's appropriation act between legislative sessions to assure correct classification of the position.

Specific Provisions

A position may not be crossgraded to a classification having a grade higher than the grade originally authorized for the position by the General Assembly in the agency's or institution's appropriation act. A position may be crossgraded to a classification having the same or lower grade than the original position.

A position that has been crossgraded or downgraded may be restored to the original authorized class during the fiscal year with the approval of the Office of Personnel Management (OPM) for those positions within the same occupational group.

Positions established under the career service compensation plan may not be crossgraded to professional and executive graded classifications and positions established under the professional and executive compensation plan may not be crossgraded to career service graded classifications.

Positions may not be crossgraded from line item status to classified status.

Procedure

When an agency or institution is requesting a crossgrade, the agency's or institution's representative must complete and submit the Position Crossgrade Downgrade form or the Institution Crossgrade Downgrade form to their personnel analyst. The agency shall be required to provide detailed information on why the crossgrade is necessary.

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Once the crossgrade or downgrade has been approved by OPM, a signed copy will be forwarded back to the agency's or institution's representative making the request.

June 6, 2012