MACOMB COUNTY
HUMAN RESOURCES POLICY

NEW POSITIONS AND CLASSIFICATION CHANGES

Any request to create a new position or classification, change the classification of an
existing position or request a salary adjustment, shall be submitted in writing with
justification to the Director of Human Resources and Labor Relations. Human Resources
and Labor Relations will review the request and formulate a recommendation in
conjunction with the Finance Department, if necessary. If the request is approved by the
Director of Human Resources and Labor Relations and Finance, the request and
recommendation will be submitted to the Office of County Executive. The final
determination regarding the requested change shall be within the sole authority of the
Office of County Executive.

Approved:

[Signature]
Office of County Executive

Date: 7-8-14