



6. Compensation Board Policy

This office is and will remain in compliance with the Compensation Board Delegation of Position Classification Policy dated May 1, 1997, and any subsequent changes.

7. Availability of Funds

Upon reallocation of a position to a higher salary grade, the incumbent's salary may increase not more than four steps, or to the next range minimum, whichever is the greater increase; funds will be available within my base Compensation Board budget for this purpose.

8. Re-certification

I understand that this delegation may be rescinded by the Compensation Board if I do not attend re-certification training as provided by the Compensation Board.

9. Audit

I agree to maintain such job descriptions, classification specifications and supporting documentation necessary to support all position classification decisions made subsequent to my certification of delegation of authority, and make such records available to the Compensation Board upon request in accordance with the provisions of §14.1, Code of Virginia.

I agree that if an audit finds my office to be in non-compliance with the terms of this plan, the Compensation Board may de-certify my office 60 days following the audit unless remedial steps, acceptable to the Compensation Board, have been implemented. De-certification will result in all re-classification actions since the date of original certification to be voided and salaries of those affected will be returned to their original grade and step.

10. Notification to Governing Body

I have provided a copy of this certification to my governing body.

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Signature

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Date