

FEDERAL RESERVE BOARD

WASHINGTON

April 1, 1935.
B-1071.ADDRESS OFFICIAL CORRESPONDENCE TO
THE FEDERAL RESERVE BOARDSUBJECT: Personnel Classification
Plan Conference

Dear Sir:

As you were advised in a telegram of this date the conference to review the personnel classification plans, referred to in the Board's letter B-1061 of February 7, 1935, will be held in Chicago on April 17, immediately following the meeting of the Board of Trustees of the Retirement System of the Federal Reserve banks. As most of the officers designated to attend the conference on personnel classification plans are members of the Board of Trustees of the Retirement System the holding of the personnel classification plan conference in Chicago immediately following the meeting of the trustees will save considerable time and expense.

It is suggested that the following subjects be considered at the conference in addition to any other questions relating to the personnel plans that may be suggested by the banks or members of the conference at the time of or before the conference is held:

1. Should the group classifications be eliminated?
2. Should the grade classifications be eliminated?
3. Should the plans call for both a maximum and minimum salary for each position or for a maximum salary only?

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4. Is there now any necessity for designating any positions as "appraised"?
5. Should any changes be made in the conditions under which employees may be hired, promoted or demoted, etc., without the Federal Reserve Board's advance approval, as set forth in the attached memorandum B-315 relating to personnel classification plans of the Federal Reserve banks?
6. Is it practicable to adopt a general rather than specific description of work of certain junior employees in order to make the plans somewhat more flexible?
7. Should Form A be revised and, if so, what changes are suggested?
8. Should every person not an officer or director who is regularly devoting all or part of his time to the bank be covered by the personnel classification plan?
9. When it appears desirable to provide more than one salary range for a position, to cover "junior" and "senior" employees performing the same general type of work, how much detail should be given for each separate salary range under the columns "Description of Work" and "Qualifications Required"?
10. Should the personnel classification plans be revised so as to have some general uniformity in the "Description of Work" and "Qualifications required"? At the present time the description of work and qualifications required are given in considerable detail by some banks while at others this information is quite general in character.

Very truly yours,

Chester Morrill

Chester Morrill,
Secretary.

Inclosure.

TO GOVERNORS OF ALL F. R. BANKS

PERSONNEL CLASSIFICATION PLANS OF FEDERAL RESERVE BANKS

(Effective January 1, 1931)

1. Under the personnel classification plans approved by the Federal Reserve Board for the Federal reserve banks each Federal reserve bank is authorized to hire an employee or to promote or demote an employee without first securing the Federal Reserve Board's approval provided the salaries paid to employees do not exceed the maximum salary specified in the classification plan for the position occupied.
2. All changes in personnel classification plans whether in title, descriptions of duties or qualifications, or in salary ranges should receive the approval of the Federal Reserve Board before they become effective and any request for authority to make a change in the plan should be accompanied with a revised page Form A covering the position for which the change is recommended.
3. All appointments to appraised positions and all changes in salaries of persons occupying appraised positions must be approved by the Federal Reserve Board before they become effective. Appraised positions are positions to which it is impracticable to assign a definite grade as the duties and responsibilities thereof are such that the incumbent's value to the bank must necessarily be determined largely by his ability and experience.
4. Temporary help (for a period not exceeding three months) may be employed as required without securing the Board's approval provided the salary paid conforms to the salary range established in the personnel classification plan for similar work elsewhere in the bank. Temporary employees should be given the classification symbol for the position occupied followed by the letter "T".
5. An employee may be temporarily assigned (for a period not exceeding six months) without reduction in salary, to a position calling for a lower maximum salary than he is receiving without the approval of the Federal Reserve Board. Such employees should be given the classification symbol for the position occupied followed by the letters "TA". (Effective 7-7-33)
6. In all lists of employees submitted to the Federal Reserve Board the employees should be listed under the exact titles and in the same order as the positions appear in the personnel classification plan on file with the Board.
7. The personnel classification plan should cover all employees on the bank's payroll including those whose salaries are reimbursed to the bank in whole or in part from notary fees, cafeteria receipts, etc.

(B-315)