HUMAN RESOURCES

Position Classification for All Employee Groups

Reclassification reflects a change in the assignment of a position from one salary grade to another. *An increase in the volume of work or work that is performed meritoriously does not warrant review of a position.*

I. Reclassification requests will be considered in the following situations:

A. Divisionwide and/or department-wide reorganization to obtain cost efficiencies.

B. Superintendent’s request.

C. Administrator/Supervisor recommendation. This recommendation may be the result of a determination by the administrator that the position description no longer reflects the work of the employee or may be the result of a concern expressed by an employee that:

1. The grade assignment is lower than that of other employees with comparable duties and/or responsibilities.

2. The job assignment has changed and is now different than that of other employees with the original duties and/or responsibilities.

3. The job responsibilities have changed since the position was initially classified.

If such a determination is made by the administrator/supervisor or if the administrator/supervisor concurs with the concerns expressed by the employee, the administrator/supervisor shall initiate the request by completing a Position Classification/Reclassification Review Form (Attachment I) and forward the required documentation to the appropriate associate superintendent for review.

The associate superintendent may determine that a reclassification request has no merit and may not approve it be processed further or may refer the request to the Associate Superintendent for Human Resources for review.
II. Reclassification Request Process

A. The window for submission of reclassification requests is July 1 through September 15 of each calendar year. Late submissions will not be considered. Changes in classification made as a result of this process will be effective at the beginning of the next fiscal year. Funding for reclassifications will be done at the Division level as opposed to individual departments or schools.

B. Requests initiated by the Superintendent may occur at any time.

C. All requests for reclassification must include a completed Position Classification/Reclassification Review Form, Attachment I.

1. New Positions

Requests to establish new positions shall be forwarded through the appropriate administrator/supervisor. The request shall include:

   a. The rationale for the establishment of the position;
   b. A draft job description (Regulation 501.01-1, Employee Job Descriptions);
   c. Recommended grade.

2. Established Positions – Vacant

Requests to reclassify a vacant position shall be forwarded to the appropriate administrator/supervisor. The request shall include:

   a. The change in duties and/or rationale necessitating the request;
   b. A draft job description (Regulation 501.01-1, Employee Job Description);
   c. Position title(s) with like duties and responsibilities;
   d. Recommended grade.

III. When the Associate Superintendent for Human Resources receives a reclassification request, an evaluation of the job duties will be conducted and assessed. Assessment may include:

A. Internal equity comparison (Required).

B. Determination of exempt/nonexempt status.
C. Salary survey.

D. Desk audit.

E. Review by an external consultant.

F. Comparison to related position(s).

Based upon this evaluation, a recommendation is made by the Associate Superintendent for Human Resources to the Superintendent.

IV. Notification process for Reclassification Requests

A. The Superintendent or Deputy Superintendent shall render the final decision regarding the reclassification of a position.

B. Regardless of the action taken, the Associate Superintendent for Human Resources or designee is responsible for ensuring that the final decision is communicated to the relevant department director and affected employee(s).

V. Salary changes resulting from the approved reclassification shall become effective on the first work day for the position in the following fiscal year.

A. For positions reclassified to a higher grade, the reclassification pay adjustment will be made after a step increase in the current grade and/or an across-the-board pay structure adjustment is processed in those years where the School Board has provided such an adjustment. The new salary of the incumbent(s) will be increased to the minimum pay rate of the new grade or the incumbent will be placed on the step closest to their current salary (current salary includes any step increase or across the board pay structure adjustment) without going under that amount.

B. For positions reclassified to a lower grade, the reclassification pay adjustment will be made before a step increase in the current grade and/or an across-the-board pay structure adjustment is processed in those years where the School Board has provided such an adjustment. The salary of the incumbent(s) will not be reduced and the incumbent will be placed on the step closest to the current salary (current salary does not include any step increase or across the board pay structure adjustment) without going under that amount. After placement in the new grade, any step increase and/or an across the board pay structure adjustment will be processed, in those years where
the School Board has provided such an adjustment. If the incumbent’s current salary is above the maximum of the new grade, the incumbent’s salary will be frozen until the salary range catches up to the frozen salary.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.
PART I: POSITION INFORMATION

Position Being Recommended for Review: ________________________________
Current Grade: _______________ Proposed Grade: _______________

PART II: JUSTIFICATION (To be Completed by Department Administrators--Principals, Directors, or Supervisors. Please attach a statement addressing the following areas and an updated job description.)

A. Why do you believe the position should be reviewed?
B. What specific duties and responsibilities have changed since the position was last reviewed?
C. What positions do you believe have comparable duties and responsibilities to this position?

PART III: SIGNATURES

A. DEPARTMENT ADMINISTRATOR MAKING REVIEW REQUEST

NAME & TITLE: _______________________________________________________

__________________________________________ Signature ______________ Date

B. ASSOCIATE SUPERINTENDENT

NAME & TITLE: _______________________________________________________

I support this request ( ) I do not support this request ( )
Refer request to Director of Human Resources for review ( )

__________________________________________ Signature ______________ Date

C. SUPERINTENDENT

Request Approved ( ) Request Denied ( )

__________________________________________ Signature ______________ Date

FOR OFFICE USE ONLY -- DO NOT WRITE BELOW THIS LINE

Date Appeal Received: ______________ Date Reviewed by Consultant: ______________

Review Decision: ( ) APPROVED ( ) DISAPPROVED GRADE __________ STEP __________

Date on which paycheck will reflect authorized salary adjustment (if applicable): ______________

Authorized By: ______________ Date: ______________ Compensation Notified: ______________ Date: ______________

Human Resources Supervisor