

## Reclassification Procedure

Classified employees who reasonably believe that they are improperly classified in a position may request the District to review their position.

Reclassifications will be based on findings that: 1) all of the actual functions that are being performed by the employees are consistent with the intent, purpose, and distinguishing features of the position to which the employee seeks to be reclassified; and 2) the job description more accurately depicts the overall assigned duties, authority, and responsibilities of the position to which the employee seeks to be reclassified. Reclassifications may be either upward (higher in pay or responsibility) or downward (lower in pay or responsibility).

Employee requests for a reclassification should be made in writing to the Personnel Director together with all relevant evidence for the proposed reclassification. The Superintendent or designee shall appoint at least three (3) people to a Classification Review Committee to investigate such requests. One member of the committee will be a school principal selected by the superintendent or his designee. Another committee member will be selected by the Association. The third member will be jointly selected by the Association and the superintendent or his designee. In no case are any of the committee members to be employed in the same school or job classification as the employee seeking to be reclassified. The Personnel Director shall chair the committee. The Committee shall submit to the Superintendent a recommendation regarding disposition of the reclassification request (e.g., upward, downward, or the same).

The Committee shall be convened within thirty (30) work days from the time the request is filed. The Committee shall investigate and determine the merits of the reclassification request and make a recommendation to the Superintendent within forty-five (45) work days of the convening of the Committee. The rate of pay upon an upward reclassification shall be the closest but higher rate of pay on the salary schedule. The rate of pay upon a downward reclassification shall be the closest but lower rate of pay on the salary schedule. Allocation of any retroactive pay will be at the discretion of the Superintendent. The District shall have the option of removing selected duties in order to be consistent with the employee(s) current classification.

The Superintendent may accept, reject or modify the recommendation of the Committee. The Superintendent(s) action and disposition of the matter shall be final.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)