

Supervisory Administrative and Confidential Position Reclassification Procedure

Purpose

This procedure sets forth the manner in which supervisory, administrative and confidential employees may request reclassification/position title of their current position in the district. This procedure is not for the purpose of salary increases. It is meant for use in making recommendations for reclassification or title of positions in cases where there is a permanent and substantial change of duties or to examine the job duties of an employee in order to determine if it is the proper classification or position title in the district.

Procedure

1. Supervisory, administrative and confidential employees must request a reclassification form and a copy of their current job description along with the proposed job description (if applicable) from the Human Resources Department.
2. The employee completes the reclassification/position title form and submits it to the Human Resource Department.
3. The employee's supervisor will submit a written document explaining in agreement or disagreement of the employee's request. The written submission will come to the Human Resource Department. It is the employee's responsibility to inform the supervisor of the request.
4. A committee consisting of two director-level administrators appointed by the superintendent and two other supervisory administrative or confidential employees chosen by SAAC will review the information provided. The committee will review the reclassification/position title request using the following criteria:
 - a. Review outlined changes between current job description and assigned duties;
 - b. Review knowledge, skills and abilities and specialized training, certification experience required to perform assigned duties;
 - c. Review additional information (e.g. salary or similar positions, funding source).
5. The committee will submit their recommendation to the superintendent. The superintendent will finalize any decision and direct the director of human resources to respond in writing to the employee, supervisor, SAAC President of the decision for reclassification/position title within 10 working days of receiving the recommendation from the committee.

6. If the district approves reclassification/position title change, the date of reclassification will take effect the first pay period following the date in the current fiscal year (July 1-June 30) determined by the committee that the position changed significantly to result in reclassification/position title change. This section may be waived if it is demonstrated by the employee that the change should have been made earlier and retro pay will be issued for the fiscal year that the reclassification request occurred.
7. Time lines described in this procedure may be extended by mutual consent between the district and SAAC.
8. All reclassification decisions may be appeal directly to the superintendent.
9. All appealed reclassification decisions by the superintendent or the two Board members will be final.
10. If the person requesting the reclassification is supervised directly by the superintendent, two members of the school Board will hear the appeal.