

**Saint Helens
School District 502**

Code: **GDBB-AR**
Adopted: 2/28/00
Readopted: 5/14/07
Orig. Code(s): GDBB-AR

Reclassification

This administrative rule is to outline the process for a reclassification review by a classified employee in the district.

1. The contract maintenance committee in the negotiated contract with the Oregon School Employees Association will act as the reclassification committee.
2. This committee meets four times each year and all reclassification questions will be discussed at these meetings.
3. Classified employees must request a review with the following information:
 - a. What work is different from the original classification;
 - b. Who authorized the change in work status;
 - c. Recommendation of appropriate classification.
4. The request for review needs to be sent to the OSEA Chapter 31 and district personnel office.
5. The request will be reviewed by the contract maintenance committee and a recommendation regarding the request will be submitted to the superintendent.
6. The action of the superintendent shall be final.