

Procedures to Request Job Title Reclassification for Classified Employees

These procedures may be used when an employee believes that the job responsibilities have significantly changed and that the requirement of the position has exceeded those of the current job description. If the employee or program administrator believes the job description needs to be reviewed, the following procedures should be followed:

1. If the employee would like a job description review, they will contact the program administrator in charge of their department and their union representative.

If the program administrator would like a job description review, they will contact the Superintendent. After a discussion, the program administrator will contact the employee and the Superintendent or designee will contact the union.

2. The employee and program administrator should schedule a time to discuss the current job description. A complete description of new and/or higher level job requirements that would indicate the need for a new position will be presented, reviewed and verified.
3. If after the above meeting, the program administrator believes that the need for a new position exists, the program administrator will schedule a meeting with the Superintendent to review the information.
4. The Superintendent will review all information presented and will either reject or approve the job title classification. The Superintendent may request additional data from the program administrator prior to making a decision.
5. If the Superintendent approves the reclassification of the employee, a meeting with union representatives will be scheduled to determine the next steps which could include:
 - Review of the job description
 - Negotiation of pay scale or level/step change