

Personnel – Series 4000

4400 The Merit System

4430 The Classification Plan

4434 Reallocation

4434.1 Requests for Reallocation Study

- A. Requests for salary reallocation study of existing classifications shall be presented to the Director together with a statement of the reasons for requesting a study. Requests for study may be initiated by the Program Manager with the approval of the County Superintendent and/or designated Associate Superintendent, or by recognized employee organizations or representatives, by employees, or by the Director. The basis for salary reallocation shall generally be documented difficulty in recruitment and/or retention, labor market changes, and/or internal salary equity.
- B. Requests for salary reallocation study are normally initiated during the month of February of each fiscal year. The requests shall be received and processed for change, if any, effective July 1st of each fiscal year or a date approved by the County Superintendent. Requests for study may be made outside the regular February to June cycle in the event of an unusual work situation.
- C. The Director shall conduct a salary study or have a salary study conducted by a qualified specialist to determine whether a salary reallocation may be appropriate. The Director shall prepare a summary with recommendations as to an appropriate salary range for the classification. Summaries shall be submitted to the Commission and the County Superintendent. Notices shall be sent to the Program Manager and the employee once the Commission has made its determination. The Commission shall hear presentations in regards to the matter and shall make the final determination.
- D. No salary reallocation that would affect classified employees who are represented by an exclusive bargaining unit shall be adopted by the Commission until the exclusive bargaining unit has been given reasonable notice of the proposed reallocation.

Reference:

Education Code Sections 45256, 45285 and 45285.5

Approved: September 15, 1975
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