



Administrative Regulations

South San Antonio Independent School District

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Reclassification, Promotions and Pay Grade Changes - 2023	

RECLASSIFICATION

Reclassification is a change from one job position/title to another and/or categorizes jobs of similar value into pay grades/ranges. Job classification is based on the requirements of the job and should consider these factors:

- Knowledge Factors (required education and experience)
- Effort Factors (decision-making, complexity of duties, communication responsibility)
- Responsibility Factors (score of job impact, financial accountability, supervisor responsibility)
- Environment Factors (exposure to hazardous working conditions)
- Job Market Value (comparability to local/state school districts as well as external job market)

The following **will not** be considered as valid reasons for reclassification request or compensation adjustments:

- Comparison to other department staff
- Self-Evaluations
- Requests based on increased workload of existing activities
- Employee Performance

Note: The Superintendent or designees may appoint a committee to review requests for reclassification. The committee will submit the reviewed requests to the Director of Human Resources for review and approval by the Superintendent’s Leadership Team.

PROMOTIONS AS REASSIGNMENT (For further information, refer to DK LOCAL)

Promotions generally happen when an employee applies for a posted position that is on a higher pay grade. The Superintendent has the authority to make reassignments that may be in the best interest of the district.

Administrative reassignment is defined as an assignment to a position by the Superintendent or designee. Board approval is not necessary. When a situation that warrants special action occurs during the budget year, it is recommended that the change be approved by the Board; however, the approved position may be filled by posting or by direct assignment without posting. If the new position is permanent and full-time, a job description will be developed and it will be assigned a pay grade by Human Resources based on the factors listed above with the approval of the Superintendent.



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SELECTION FOR POSTED POSITIONS

When vacancies occur, supervisors shall follow the standard posting requirements. A position may be filled by transfer within the department, lateral move, or by selection of an applicant following the standard interview and hiring process. All positions filled require Superintendent or designee approval.