

## **Kyrene School District Reclassification Review Process**

### **1. CLASSIFICATION PLAN:**

Talent Management shall establish and maintain a plan of classification for all Education Support Professionals. All positions, substantially similar as to the duties performed and the responsibilities exercised by the incumbents of such positions and as to their qualification requirements, shall be allocated to the same class. Classes will be placed in a series according to general occupational nature. The list of classes shall contain designation of the salary rate or range applicable to each class.

### **2. CLASSIFICATION OF POSITIONS:**

Staff positions are created only with the approval of the Board. The District will attempt to allocate a sufficient number of positions to accomplish the District's goals and objectives.

### **3. CLASS SPECIFICATIONS:**

For each class of positions, as initially established by Talent Management and subsequently approved by the Board, there shall be established and maintained a class specification which shall include:

- a. The official class title.
- b. A class summary indicating the type of duties and responsibilities performed and the placement within the organizational scheme.
- c. A description of the distinguishing characteristics of the class from other classes.
- d. A statement of the typical essential duties to be performed by persons holding positions allocated to the class.
- e. A statement of the minimum qualifications for service in the class, which may include knowledge, skills, training and experience, licensing requirements, and physical requirements.

### **4. INTERPRETATION OF CLASS SPECIFICATIONS:**

The class specifications and their various parts have the following force and effect:

- a. The class titles used in the classification plan are to be used as payroll titles and in connection with any personnel record or transaction. They are not necessarily the same as the working title for the position.
- b. The statement of qualification requirements, when considered with other parts of the specification, is to be used as a guide in the announcement and preparation of selection procedures and in the evaluation of the minimum qualifications of the candidates seeking appointment to the positions allocated to the class.
- c. The class summary and essential duties are descriptive and explanatory only and not restrictive. They indicate the kinds of duties that should be allocated to the respective classes as determined by their duties, responsibilities and qualification requirements, and do not prescribe what these details shall be in respect to any position. The use of a

particular expression or illustration as to duties, responsibilities, qualification requirements or other attributes is typical or descriptive of the class and does not exclude others not mentioned but of similar kind and/or quality as determined by Talent Management.

- d. In determining the class to which any position shall be allocated, the Class Specification is considered as a whole. Consideration is given, not to isolated clauses, phrases or words, apart from their context and from illustrative information in other parts of the specifications, but to the general duties, responsibilities, specific tasks and qualification requirements as affording a picture of the positions that the class includes.

#### 5. WORKING OUT OF CLASSIFICATION:

No employee shall work out of classification without prior written approval of Talent Management. An employee may be required to perform duties inconsistent with those normally assigned to the employee's classification provided that the employee's salary is adjusted upward whenever such duties are required to be performed for a period of more than 10 consecutive working days. The salary adjustment for out of class assignment shall be for the entire period the employee is assigned such out of class duties and prorated according to the number of hours worked each day. Approval for working out of class should be submitted to Talent Management by the employee's supervisor, using a PAR, prior to the work beginning.

The salary adjustment will be made by calculating the difference between the entry rate of pay for the employee's current classification and the entry rate of pay for the higher classification, and adding it to the employee's current hourly rate.

#### 6. ELIGIBILITY

- a. Employees must be in current position for at least one year (12 months) from date of hire.
- b. Employees in temporary positions (e.g. crossing guard, substitutes, and other temporary assignments) are not eligible for reclassification requests.

#### 7. CLASSIFICATION REVIEW:

A classification review is a study of appropriate factors affecting the job classification of an existing position or group of positions. A classification review is appropriate when the issue is one of determining the proper job classification of a position in light of a change in duties/responsibilities that has occurred *gradually* over time, not by a sudden change in duties resulting from reorganization, such that the current classification may no longer be proper.

A valid basis for review should be focused on the following:

- ◆ essential duties performed have changed significantly or are at variance with the position classification
- ◆ training and experience requirements have changed or are at variance with the position classification

- ◆ standards of performance have changed requiring different knowledge skills or abilities
- ◆ initial placement decisions were made on inaccurate information

Although the specific process may vary based upon the stated justifications for the request, the normal review should focus on the following three areas:

- ◆ *Evaluation of published essential duties*
  - Analysis should ensure that the employee’s justification statement(s) of new or additional job duties is not a restatement of an existing function, a listing of tasks, and/or the usual and customary methods of performing the job.
- ◆ *A review of job requirements*
  - In today’s labor market it is not unusual for the skills and knowledge required for a job to be quickly out of date. This may be due to organizational changes, new equipment, or even new technology. These new requirements placed on an employee to maintain or improve their performance are not by themselves a factor guiding reclassification. For each job classification, many factors are evaluated to determine the correct classification. The skills and knowledge and other job requirements will be considered in the context of the entire content of the classification description.
- ◆ *Impact on internal relationships*
  - An understanding of how a potential recommendation impacts other positions, the overall salary schedule structure, and finances are all important.

8. METHODOLOGY:

The methodology used to classify positions is the Decision Band Method (DBM). The basic premise of the DBM is that the value of a job to an organization is based on its level of responsibility. Responsibility is reflected, and therefore measured, by the decision-making requirements of the job. Because all jobs require incumbents to make decisions in order to perform their jobs, decision-making is a logical and equitable basis on which to compare jobs. DBM job evaluation involves three basic steps. First, jobs are classified into one of six different “Decision Bands,” A-E, based on the characteristics of the decisions that a job requires. Second, jobs are classified within each “Decision Band” into one of two “Grades,” coordinating and non-coordinating, based on the differential of supervisory difficulty. The third and final step involves further subdivision of jobs within each grade into sub-grades by reference to complexity, difficulty, and skills required of the job in relation to other jobs that have been classified into the same Band and Grade.

9. RECLASSIFICATION OF POSITIONS:

The Assistant Superintendent of Talent Management shall be responsible for the ongoing review of duties and responsibilities of existing positions and classifications in accordance with the following guidelines:

- a. Requests for review to consider a change in the classification of a position or group of positions may be initiated by the employee or similarly classified employees, the immediate supervisor or the Divisional Leader.

- b. Classification review requests may be submitted during a window period from August 1 through October 31 of each year.
- c. Classification review requests shall be completed by January 31.
- d. Reclassifications authorized by the Board shall be effective following Board approval, or July 1 of the following fiscal year, depending on budget capacity.

10. RECLASSIFICATION PROCESS:

The reclassification request shall be submitted in writing with supportive rationale to the office of Talent Management. The request must include the signatures of the employee's supervisor, department head and division leader. It is the responsibility of the employee to obtain these signatures prior to the deadline date. Said requests will then be forwarded to the representatives designated by the KESPA and the District. The names of employees and their current classification and requested classification will be sent to the KESPA President. Said representatives shall be known as the Joint Job Evaluation Committee. The Job Evaluation Committee shall consist of two representatives designated by the District and two (2) representatives designated by the KESPA.

Talent Management shall convene the Committee appointees within 45 days following the window period. Copies of the reclassification requests, the position analysis questionnaire completed for the position, the detailed analysis of the questionnaire including all scoring of the document, and the recommendation of Talent Management shall be provided to the Committee appointees not later than seven working days prior to the scheduled Committee meeting. Talent Management staff may choose to interview at their discretion the employee(s), supervisor, or other individuals who may have relevant information.

The Committee shall, when at all possible, agree on the placement of the job classification in a salary range which is, in the opinion of the majority of the Committee, in proper relation to and commensurate with other job classifications covered by the respective employee Meet & Confer Agreement, at the time of the meeting. Should additional information be requested by any of the Committee members prior to deciding on the recommendation, an additional thirty days shall be granted in which the information shall be collected, the Committee reconvened, and a decision on the recommendation made.

If no agreement is reached among a majority of the Committee's members, the request for reclassification will be denied.

The decision of the Joint Job Evaluation Committee will be final. No appeal process is available.

11. EFFECT OF CLASSIFICATION CHANGES:

a. *Reclassification Upward:*

Reclassifications authorized by the Board shall be effective following Board approval, or July 1 of the following fiscal year, depending on budget capacity. For an incumbent to

be reclassified upward with a position which is reclassified, the reclassification must be occasioned by a gradual accretion of duties and not by a sudden change resulting from reorganization.

Any position/classification which is changed or created as a result of a reorganization or the assignment of completely new duties, and which is vacant at the time of reclassification, shall be filled through other procedures.

Talent Management staff shall determine at the time of the request for reclassification whether the requested change meets this rule. Talent Management staff will inform the committee of their recommendation at the first meeting.

b. *Reclassification Downward:*

When there is a vacant position in the higher class, the incumbent may elect to transfer or apply to such a vacant position or, the incumbent may retain the reclassified position in the lower class. In this event, the incumbent's salary will be adjusted to a step in the range for the lower class that will not result in a loss of pay. If however, the incumbent's salary exceeds the maximum salary for the lower class, the employee's salary will remain at its present level until the maximum for the lower class meets or exceeds it. If the employee does not elect to retain the position in the lower class, the employee's employment will be terminated.

c. *Reclassification at the Same Level:*

Incumbents of positions reclassified to a class at the same salary level shall be granted status in the new class.

d. *Subsequent Reclassification:*

An employee who has been reclassified with his/her position shall be ineligible for subsequent reclassification within his/her position for a period of at least three years from the date the position was reclassified.

## 12. CONDUCT OF COMMITTEE MEMBERS:

Committee members will:

- ◆ Maintain in confidence, the information discussed in considering a reclassification request.
- ◆ Remove themselves from the decision-making process when a conflict of interest occurs due to personal or professional relationships.
- ◆ Make their decisions based upon accurate data and analysis and will not be influenced by personal opinions of employees at any level, requests for favoritism, and/or professional affiliation.

Committee members who violate these agreements will be subject to removal from the committee.

13. COMMUNICATION TO EMPLOYEE REQUESTING RECLASSIFICATION:

- a. cover letter - upon completion of committee members and/or reclassification response form with reason
- b. copy to supervisor

Administration Membership:

KESPA Membership:

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*Revised August 2020*