

PERSONNEL

Recruitment, Selection, Promotion and Evaluation

Creating, Reclassifying & Eliminating Positions

*PURPOSE:*

To define the procedure for considering requests for creating positions, reclassifications and changes in employment contract lengths (days of employment per annum) for selected positions.

Creating Positions

Procedure

The highest ranking Supervisor to whom the position is responsible shall submit to Human Resources:

- a. Site or department electronically submits the Request for Personnel form (RFP) along with justification documents and job description to Human Resources.
- b. Human Resources will review for accuracy, calculate the cost component of the position, and obtain necessary approvals prior to submitting to Superintendent's Cabinet.
- c. Once cabinet approved, position is opened for recruitment.

Reclassification

A reclassification request is justified whenever a particular position has undergone significant changes requiring increased knowledge, skills, or experiences in order to successfully fulfill the duties required. Reclassifications may be requested for filled or vacant positions; however, occupied positions which are recommended for reclassification, such that the incumbent is no longer qualified to perform the duties specified, must be coordinated well in advance of the proposed effective date so that proper employee placement can be accommodated.

Reclassifications will generally require a change in salary; however, positions may be reclassified to better reflect current duties as necessary with or without salary implications.

Procedure

Except in the case of emergency or other extenuating circumstances, approved reclassifications will be effective July 1 following approval. For budgetary reasons, the Superintendent or designee shall determine the reclassification process, including all timelines, for the year preceding the planned effective date.

*Step 1*

The highest ranking Supervisor to whom the position is responsible shall submit to the Assistant Superintendent for Human Resources:

- a. A comparison of the existing and newly proposed duties with significant differences noted.
- b. Proposed qualifications, experience, and/or education and training requirements mandated by the newly defined duties.
- c. Specification of any anticipated added costs associated with the request and the proposed source of funding. (Note: actual costs will be calculated as a result of Step 4).
- d. The Assistant Superintendent for Human Resources shall approve/disapprove the request.

*Step 2*

If the request is found to have merit, the Assistant Superintendent and Director of Human Resources will review the request and determine changes, if any, demanded by the newly described position to include the placement of said new position into the District's classification scheme and within the existing wage/salary system for cost calculation and projection.

The decision of the Assistant Superintendent and Director of Human Resources, with the advice of legal counsel, if needed, is final. However, the recommendation must be presented and approved on step 3, step 4, and step 5 before being implemented.

*Step 3*

Approved reclassifications shall be submitted to the Assistant Superintendent for Business Services for a determination of cost and funds availability.

*Step 4*

The Superintendent's Cabinet shall review all approved reclassifications with related costs and shall place each approved reclassification into priority order pending the availability of funding commencing with the new fiscal year. Reclassifications for which no funding source can be identified shall not be implemented.

*Step 5*

When it is determined that a source of funds does exist and such allocation has been authorized, the new position descriptions must be submitted by the Department of Human Resource for Board approval.

Annual Contract Length (Number of Days employed per annum)

Requests to revise (reduce or extend) existing annual contract lengths for selected positions shall follow the same procedures outlined.

Eliminating position

Elimination of a position must be presented to the Governing Board in the form of a resolution voted on by the Board of Trustees.

Regulation approved: 7/10/07

Regulation revised: 11/2/12