

PERSONNEL

Recruitment, Selection, Promotion & Evaluation

Creating, Reclassifying & Eliminating Positions

*PURPOSE:*

To establish a basis for creating, reclassifying and eliminating District positions.

The Board recognizes the need to establish new positions and to redefine duties and responsibilities of existing positions based upon the needs of the District. Upon the recommendation of the Superintendent, the Board may create new positions, reclassify existing positions, and establish the salaries therefore. Requests for new positions, as well as requests for reclassification requiring salary/wage increases must include funding sources and budgetary impact assessments. All new and reclassification requests must be accompanied by the proposed job description.

Positions no longer relevant to District functions, positions removed because of budgetary constraints, and positions deleted due to authorized reorganizations may be in accordance with statute and will be removed from the listings of authorized positions.

All authorized positions are to have on file, a current job description at the District Office in the Office of the Assistant Superintendent for Human Resources.

It is the responsibility of the Board to provide the necessary staff for the delivery of the educational program and the operations of the schools of the District, and to do so in an efficient manner consistent with the responsibility of the Board to its constituency for judicious allocation of resources.

The Board reserves the right in accordance with statute to eliminate any existing position, in whole or in part, and to reduce the number of permanent employees for reasons of a decline in the number of students enrolled, a lack of work or reduction or discontinuance of a particular service of the District.

In the exercise of its authority to eliminate a position, the Board shall give primary consideration to the effect upon the educational program, the impact upon the cost of operation and the balance between effective education and efficient operation.

The Superintendent shall recommend to the Board for its deliberation the elimination of existing positions.

Classified Employees

At the time of employment, all persons hired in classified positions shall be given a copy of their job description and shall be informed as to whom they are responsible and by whom they will be

evaluated. At the time of employment, the supervisor/evaluator shall review the job description with the employee.

Job descriptions may be reviewed not less than annually by the employee and the supervisor/evaluator, and any recommendations for changes shall be submitted by the supervisor/evaluator in writing to the Assistant Superintendent to whom the position is responsible.

The Assistant Superintendent shall submit the requests for proposed changes to the Assistant Superintendent for Human Resources who shall review the request and determine its merit.

Policy adopted: 3/13/07