



HR Process and Guidelines for Classification Review Requests

1. Purpose of Classification Reviews

The purpose of a classification review is to evaluate and assess the employee's current job classification. The review process ensures that job duties, responsibilities, and qualifications are accurately reflected in the assigned classification level or pay grade. Supervisors may request a classification review if they believe there has been a change in job duties, responsibilities, or scope of work that warrants reclassification. This process applies to non-represented employees only.

Process and Responsibility Overview

- **Employees:** May be asked to provide details on job duties and cooperate during the review process.
- **Supervisors:** Identify and verify job duty changes and give clear, documented feedback.
- **HR:** Impartially assess classification requests and communicate results to employees and supervisors.

2. Eligibility for Classification Review

Classification reviews are a complex process that requires significant and detailed information for analysis and may have impacts beyond the individual request. Before submitting a request for reclassification, it is important to understand factors that are and are not considered in classification.

Factors that may warrant a classification review process:

- **Significant Change in Job Duties:** If there is a substantial shift in the nature, scope, or complexity of job duties and responsibilities.
- **Change in Reporting Structure:** If an employee's role shifts to include managerial or supervisory responsibilities or vice versa.
- **Changes in Organizational Structure:** If the employee's department or organization undergoes restructuring.
- **Increased Workload or Complexity:** If the employee's workload increases or new, higher-level tasks are added to the role.



- **Initial Classification Concerns:** If an employee believes their current classification was inaccurate or overlooked when initially assigned.

Factors not considered in a classification review process:

- **Personal Performance or Employee Merit:** Reclassifications are not based on performance reviews or individual achievements alone, but on changes in job duties.
- **Temporary Work or Short-Term Assignments:** Temporary changes, like covering for an absent employee or handling special projects, don't justify reclassification unless they become permanent duties.
- **Desire for Salary Increase:** A request for a salary increase, without a corresponding change in job responsibilities, doesn't justify a reclassification.
- **Workload Increase Not Tied to Higher-Level Duties:** A higher volume of work without an increase in job complexity or responsibility doesn't warrant reclassification.
- **Minor Changes in Job Duties:** Small, incremental task changes that don't significantly alter the core responsibilities of the role are not grounds for reclassification.
- **Organizational Changes That Don't Impact the Job's Core Responsibilities:** Changes in reporting structure or department reorganization, without altering job duties, are not sufficient for reclassification.
- **Longevity or Length of Service:** An employee's years of service do not automatically justify a reclassification unless accompanied by meaningful changes in job responsibilities.
- **Desire for Career Advancement Without Changes to Duties:** Career aspirations alone, without changes in job scope, do not warrant a reclassification.
- **Increased Stress or Job Pressure:** Job stress or pressure without a corresponding increase in responsibility or complexity is not a basis for reclassification.
- **Job Title Expectations Not Aligned with Duties:** Discrepancies between job titles and actual duties don't justify reclassification unless the job itself has changed significantly.

3. HR Process for Requesting a Classification Review

Step 1: Initiation of Request

- **Employee-Initiated Request:** Employees who believe their job classification needs to be reviewed must work with their supervisor to submit a formal request for a classification review.



- **Supervisor-Initiated Request:** Supervisors may initiate a classification review if they believe there has been a substantial change in an employee's role or responsibilities (factors listed above)
 - Whenever possible, formal requests should include a clear overview and rationale for the request. If available, supporting materials, such as a description of current duties, details of any changes in job responsibilities, or additional documentation (list of job duties, relevant emails, or performance evaluations reflecting new responsibilities), should also be provided.

Step 2: Submission of Request

- Requests are submitted to the HR department by emailing: ccinquiries@pps.net
- The HR department will acknowledge receipt of the request within 5 business days and provide an estimated timeline for the review process or scheduling of meeting.

Step 3: Initial Assessment by HR

HR will perform an initial assessment of the request, which may include:

- Review of Job Description
- Job Classification Evaluation
- Consultation with Supervisor
- Equity Comparison

Step 4: Decision and Communication

Once the classification review has been completed, initial results and recommendations will be shared with the supervisor. Upon alignment and approval with the supervisor, results will be shared with the employee. Reclassifications require second level supervisor approval. If the reclassification is to a director level or higher classification, Superintendent approval is also required. The following outcomes are possible:

- **Approved Reclassification:** If the review supports a change in classification, the employee will be moved to a new classification or pay grade that reflects their new duties and responsibilities and a formal notification will be provided.



- **Denial of Reclassification:** If the review concludes that no change in classification is necessary, HR will provide a written explanation.

Step 5: Implementation of Change

If a reclassification is approved, the following steps are taken:

- Salary Adjustment (if applicable)
- Updated Job Description
- Training or Development Needs

4. Timeline for Classification Review Process

The HR department will aim to complete the classification review process within the following timeline:

- Initial Review & Acknowledgment: Within 5 business days of submission
- Assessment and Consultation: 10-15 business days
- Final Decision Notification: Within 30 business days of the initial submission