Cache County School District

Policy Series 5000: Personnel

Policy No. 5800 P1

Definitions

Job Review: A formal process to evaluate whether a position's job description should be updated due to significant and permanent changes in essential functions, requirements, qualifications, or working conditions.

Job Description: A written summary outlining the essential functions, requirements, qualifications, and working conditions of a position.

Compensation: A placement or adjustment on a salary schedule or lane resulting from a job review determination.

Procedure

1. Initiating a Job Review Request

A job review may be requested if:

- A job description does not accurately reflect current essential functions since the job description was last approved or updated, or if qualifications or working conditions have changed;
- Additional functions, requirements, qualifications, or working conditions are to be added to the job description.

A job review may be requested by:

- The employee in the position, with supervisor acknowledgment;
- The supervisor or department head;
- The Human Resources Department during a scheduled audit or review cycle.

All requests must include:

- A completed Job Review Request Form reviewed by a supervisor;
- An updated proposed job description.

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Job review requests may be submitted once annually during a defined submission window from November 15 to December 15 unless exceptional circumstances arise. The request is submitted to Human Resources.

2. Job Review Evaluation

Human Resources Director or designee will:

- Review the submitted documents;
- Conduct any further analysis or interviews;
- Consult with the employee's supervisor and relevant district administrators;
- Use appropriate job analysis tools to evaluate the request.

A review committee–including representatives from HR, Business Services, and relevant administrators–will review the request and recommend a decision.

3. Recommendation and Decision:

Factors considered in the evaluation may include, but are not limited to:

- The extent and permanence of changes in essential functions;
- Changes in the complexity, scope, or nature of the work performed;
- Adjustments in supervision given or received;
- Increases in required knowledge, skills, licensure, or education;
- Increased authority, autonomy, or decision-making.

The results of a job review may include:

- Adjustment to the employee's job description;
- Changes in compensation;
- A decision that no modifications are necessary.

4. Notification

The employee will receive a written decision within 30 calendar days of receiving the complete request and documentation.

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5. Job Description Update

If the review results in changes, the updated job description will be formalized and added to the district's official job description records.

6. Compensation

If the job review results in a compensation change:

- The position may be moved to a different salary schedule or lane.
- The employee's placement will be adjusted based on district compensation guidelines and relevant experience.
- Approved salary adjustments will take effect at the start of the next fiscal year unless otherwise authorized by the Superintendent and Business Administrator.
- Retroactive pay will not be granted unless approved under exceptional circumstances.

7. District Authority

At its sole discretion, the District reserves the right to modify or eliminate specific responsibilities to maintain alignment between an employee's job and the assigned salary lane.

8. Protection from Retaliation

Employees will not be discouraged, penalized, or retaliated against for initiating a job review request.

Approved by District Administration: June 12, 2025