



Cache County School District

Policy Series 5000: Personnel

Policy No. 5800

Employee Job Review

The Board of Education is committed to maintaining consistency between employees' assigned responsibilities and their approved job descriptions. This policy provides a consistent and transparent process for requesting and conducting a job review. This process allows for a formal evaluation of a position when there are substantial changes in duties, responsibilities, or qualifications. The policy ensures appropriate updates to job descriptions and alignment of compensation.

Scope

This policy applies to all non-licensed administrative and support positions within the Cache County School District. Licensed positions are governed by state licensure and educator placement procedures and are not covered by this policy.

Approved by Board of Education: June 12, 2025