Kyrene School District
Reclassification Review Summary

Talent Management shall establish and maintain a plan of classification for all positions in the support staff service. Positions are created only with the approval of the Board. The District will maintain a sufficient number of positions to accomplish the District's goals and objectives.

No employee shall work out of classification without prior written approval of Talent Management. Employees may be required to perform duties inconsistent with those normally assigned to their classification provided that their salary is adjusted upward whenever duties are performed for a period of more than 10 consecutive working days. Approval for working out of class should be submitted to Talent Management by the employee's supervisor, using a PAR, prior to the work beginning.

CLASSIFICATION REVIEW:
A classification review is appropriate when the issue is determining the proper job classification because of a change in duties/responsibilities that has occurred *gradually over time,* not by a sudden change in duties resulting from reorganization, such that the current classification may no longer be proper.

A valid basis for review should be focused on the following:

- essential duties have changed significantly or are in conflict with the position classification
- training and experience requirements have changed or are in conflict with the position classification
- standards of performance have changed requiring different knowledge skills or abilities
- initial placement decisions were made on incorrect information

The method used to classify positions is the Decision Band Method (DBM). Responsibility is measured by the decision-making requirements of the job.

RECLASSIFICATION OF POSITIONS:
The Assistant Superintendent of Talent Management shall be responsible for the ongoing review of duties and responsibilities of existing positions and classifications in accordance with the following guidelines:

a. Requests for review may be initiated by the employee or similarly classified employees, the immediate supervisor, or the Divisional Leader.
b. Classification review requests may be submitted during a window period from **October 26 - November 20, 2026.**
c. The Joint Job Evaluation Committee will be convened no later than 45 days after the close of the window period.
d. Reclassifications authorized by the Board shall be effective July 1 of the following fiscal year.

RECLASSIFICATION PROCESS:
The reclassification request shall be submitted in writing with supportive rationale to Talent Management. Copies of the reclassification process and forms are available on the Talent Management website. The request must include the signatures of the employee's supervisor, department leader and division leader*. It is the responsibility of the employee to obtain these signatures prior to the deadline date*. The requests will then be forwarded to the representatives designated by the KESPA and the District. The names of employees and their current classification and requested classification will be sent to the KESPA President. The representatives shall be known as the Joint Job Evaluation Committee. The Job Evaluation Committee shall consist of two representatives designated by the District and two (2) representatives designated by the KESPA.

If no agreement is reached among a majority of the Committee's members, the request for reclassification will be denied.

The decision of the Joint Job Evaluation Committee will be final. No appeal process is available.

ELIGIBILITY:
a. Employees must be in current position for at least one year (12 months) from date of hire.
b. Employees in temporary positions (e.g. crossing guard, substitutes, and other temporary assignments) are not eligible for reclassification requests

EFFECT OF CLASSIFICATION CHANGES:
a. *Reclassification Upward*:
Reclassifications authorized by the Board shall be effective July 1 of the following fiscal year.

b. *Reclassification Downward*:
When there is a vacant position in a higher class, the employee may choose to transfer or apply to the vacant position or, the employee may stay in the reclassified position in the lower class. The employee's salary will be adjusted to a step in the range for the lower class that will not result in a loss of pay. If the employee's salary is greater than the maximum salary for the lower class, the employee's salary will remain at its present level until the maximum for the lower class meets or exceeds it. The employee's employment will be terminated if he/she chooses not to stay in the position in the lower class.

c. *Reclassification at the Same Level*:
Employees in positions reclassified to a class at the same salary level shall be granted status in the new class.

d. *Subsequent Reclassification*:
An employee who has been reclassified with his/her position will not be qualified for additional reclassifications within the same position for at least three years from the date the position was reclassified. Employees may not request reclassification during their first year of employment within a position.