

Administrative Regulation

Classified Service, Reclassification of Positions in

A. Basis for Reclassification

Reclassification of an existing position must be based on gradual accretion of duties and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities.

A gradual accretion of duties is defined as a change in the duties and responsibilities of a position that, in the judgment of the Personnel Commission, has occurred over a two-year period.

B. Requests for Study

Requests for a classification study of an existing position shall be processed through the proper administrative channels. Requests for study may be initiated by the administration or by an employee in the classification for which the study was requested. All requests, together with a statement of the reasons for requesting the study and evidence of how the position has changed since it was last reviewed, shall be presented to the personnel director. The personnel director shall be provided with a statement of the duties and responsibilities of the position and any prospective changes. The statement of duties shall be verified by the employee's supervisor and the superintendent or the superintendent's designated representative.

C. Effective Date of Reclassification

Reclassification of a position shall become effective on the date prescribed by the Commission and adopted by the Board of Education and shall not have retroactive effect unless specifically directed by the Commission. Effective dates may be sufficiently in the future to allow time for examinations to be completed, but for not more than three months.

D. Effect of Classification Changes on Incumbents

1. Reclassification Upward

When the incumbents have a continuous employment record of two or more years in one or more of the positions being reclassified, they shall be reclassified without an examination provided the last two performance reports in the incumbent's personnel file are both satisfactory.

Incumbents of the positions who have been in the class less than two years and whose last two performance evaluations on file in the Office of Personnel Services are both satisfactory will be granted status in the higher class upon passing an open competitive examination or comparable qualifying examination for the higher class as determined by the Commission.

A qualifying examination is defined as one in which only incumbents of reclassified positions may compete. They must meet the minimum qualifications, and the examination is rated as either “passing” or “not passing.” The Commission shall determine those instances when equity and the good of the service require the holding of such examinations.

An employee who has been reclassified with his/her position is ineligible for subsequent reclassification with his/her position for at least two years from the last upward reclassification.

Incumbents who are unsuccessful in an examination may be transferred, demoted, or if neither of these, laid off.

2. Reclassification Downward

When there is a vacant position in the higher class:

- a. If he/she so elects, the incumbent shall be transferred to such vacant position.
- b. If he/she does not elect to be transferred, the incumbent may retain the reclassified position in the lower class. In this event the incumbent’s salary will be adjusted to a step in the range for the lower class which will not result in a loss of pay. If, however, the incumbent’s salary exceeds the maximum salary for the lower class, he/she will continue to receive his/her present salary until the maximum for the lower class meets or exceeds it. Incumbents granted status under this paragraph shall not acquire reemployment rights.

If there is no vacant position in his class, the incumbent may:

- a. Elect to retain the reclassified position in the lower class and retain his/her current rate of pay; however, he/she will be entitled to advancement only to the limits of pay set for the position as reclassified. In such case, the employee shall be placed on a reemployment list.

- b. If he/she does not elect to retain the position in the lower class, the employee shall be laid off.

3. Reclassification at the Same Level

Incumbents of positions reclassified to a class at the same salary level shall be granted status in the new class without further examination.

An employee who has been reclassified with his/her position shall be ineligible for subsequent reclassification with his/her position for a period of at least two years from the date the position was reclassified.

Any position which is created or changed as a result of a sudden reorganization or assignment of new duties and responsibilities shall be filled through normal selection processes as provided in these rules.

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