

Policies and Regulations

Section G - Personnel

Salary Schedule - Classified & Managerial Personnel – Job Classification for all Employee Groups

Adopted – February 17, 2023

JOB CLASSIFICATION FOR ALL EMPLOYEE GROUPS

I. General

The Department for Human Resources is responsible for maintaining the classification system for all jobs in accordance with the essential knowledge, skills, and abilities necessary to perform the assignment. Classification is a process by which jobs of a common nature with similar duties and responsibilities are grouped together for the purpose of assignment to an appropriate salary scale (grade) and categorization for adherence to federal and state employment laws.

II. Definitions

- A. **Job Classification** is the placement of a job on a salary grade based upon the elements of a job which include the nature, scope, and level of duties and responsibilities; the essential knowledge, skills, abilities, and behaviors expected in the position; the relationship of the assignment to other jobs; the degree of supervision given/received; and the exercise of independent judgement.
- B. **Job Reclassification** reflects a change in the job from one salary grade to another due to a comparison to other jobs with comparable duties and responsibilities. There may or may not be a change in the job description itself. Jobs can be reclassified to a higher or lower salary grade. A reclassification can also be a lateral change when there is a change in title yet is deemed to remain on the same salary grade.
- C. **Position Reclassification** is the reassignment of an individual employee from one job title to another job title due to a significant change in the job responsibilities. Positions can be reclassified to a higher or lower salary grade. A reclassification can also be a lateral change when there is a change in title yet is deemed to remain on the same salary grade. Modifications to one's current responsibilities are necessary to keep pace with improvements or advancements in technology. These changes are expected to occur and should not be the basis for a request for reclassification. Additionally, an increase in the volume of work or work that is performed meritoriously does not warrant review of a position.

III. Reclassification requests shall be considered for review in the following situations:

- A. A Division review of the job responsibility compared to other jobs within and outside the organization, and/or based upon internal and external comparisons that demonstrates the need for a job or position reclassification.
- B. A Division-wide and/or department-wide reorganization to obtain improved operational effectiveness.
- C. Budget holder or Superintendent recommendation. This recommendation may be the result of a determination that the job description and/or job title no longer reflects the work of the employee or expectations of the position. The budget holder may also submit a recommendation for a

reclassification review as a result of an employee request.

IV. Reclassification Request Timeline and Process

- A. Generally, changes in classification made as a result of this process shall be effective at the beginning of the next fiscal year. The window for submission of reclassification requests is July 1 through September 15 of each calendar year.
- B. Occasionally, there may be the need for a budget holder to request a review due to a vacant position or other immediate need. Funding for any reclassifications approved in these situations would be generated by the requesting department.
- C. Other requests for reclassification reviews initiated by the Superintendent may occur at any time.
- D. If the budget holder determines there is a need for a reclassification review or if the budget holder concurs with a request from the employee, the budget holder shall initiate the request as described in this section. The budget holder should seek guidance from the respective Executive Director in the preliminary development of the request before submitting it for initial approval.
- E. The respective Executive Director may determine that a reclassification request has no merit and may not approve it to be processed further or may refer the request to the Executive Director of Human Resources for review. The Executive Director of Human Resources shall consider the request and if merited, shall assign the request for review.
- F. All requests for reclassification must be initiated with a Classification or Reclassification Review Form (GCBA-R-CM-F), which shall include:
 - 1. The rationale necessitating the request;
 - 2. The current and proposed organizational chart for the department;
 - 3. The current job description;
 - 4. A draft job description which clearly reflects the significant change in the position;
 - 5. Position title(s) with like duties and responsibilities; and
 - 6. Estimated or recommended grade.
- G. When the Executive Director of Human Resources receives a reclassification request for review, an evaluation of the job duties will be conducted and assessed. Assessment shall include an internal equity comparison and a determination of exempt/nonexempt status. The assessment may also include one or more of the following:
 - 1. Salary survey;
 - 2. Desk audit;
 - 3. Review by an external consultant; and/or
 - 4. Comparison to related position(s).
- H. Based upon this evaluation, a recommendation to approve or deny the reclassification is made by the Executive Director of Human Resources to the Superintendent.

V. Notification Process for Reclassification Requests

- A. The Superintendent shall render the final decision regarding the reclassification.
- B. Regardless of the action taken, the Executive Director of Human Resources is responsible for ensuring that the final decision is communicated to the relevant budget holder and affected employee(s) as applicable.

VI. Salary Adjustments

Unless approved for an earlier date, salary changes resulting from the approved reclassification shall become effective on the first workday for the position in the following fiscal year.

- A. For job or position reclassifications to a higher grade, the reclassification pay adjustment will be made after a step increase in the current grade and/or an across-the-board pay structure adjustment is processed in those years where the School Board has provided such an adjustment. The reclassification adjustment shall be no less than the entry step pay rate of the new salary grade and no higher than the maximum step pay rate of the new salary grade. If there is a change in assignment length of days and/or hours, the employee's total salary shall be adjusted to reflect the adjusted contract length at the new salary step rate.
- B. For position reclassifications to a higher grade, the reclassification pay adjustment shall follow the guidelines prescribed by the regulation GCBA-R-C or GCBA-R-M.
- C. For job reclassifications to a higher grade, the reclassification pay adjustment for each employee shall be, at the minimum, the closest step to the employee's current salary step without going under that amount. Additional salary increases may be provided dependent upon the results of an external compensation study, internal equity, and budget considerations. A pay adjustment shall follow the guidelines prescribed by the regulation GCBA-R-C or GCBA-R-M.
- D. For job or position reclassifications to a lower grade, the reclassification pay adjustment will be made before a step increase in the current grade and/or an across-the-board pay structure adjustment is processed in those years where the School Board has provided such an adjustment. The employee shall be placed on the new grade without going under the employee's salary step rate at the time of the effective date of the reclassification. If the employee's current salary step is above the maximum step of the new grade, the employee's salary step shall be frozen until the salary range catches up to the frozen salary. If there is a change in assignment length in days and/or hours, the employee's total salary shall be adjusted to reflect the adjusted contract length at the new salary step rate. A pay adjustment shall follow the guidelines prescribed by the regulation GCBA-R-C or GCBA-R-M.

The Executive Director of Human Resources is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed and revised as needed.