

CLASSIFICATION OF CLASSIFIED POSITIONS

DATES (Adopted/Revised)	GUIDE WORDS
Adopted January, 1974 Revised January, 1976 Revised May, 1980 Revised April, 1988 Revised August, 1991 Revised June, 2006 Revised April, 2008	Employee (Classified) Job description Role

Each classified position shall be classified according to responsibilities and duties as described in the job description and grouped with all other positions of comparable worth based upon the job description.

The Superintendent or designee shall be responsible for assessing substantial increases or decreases of responsibilities and/or duties of classified positions. When responsibilities and/or duties substantially increase or decrease, the Superintendent or designee shall evaluate the classification of the position in terms of the kinds and levels chart and make the appropriate adjustment, which may include an increase or decrease in compensation for the position

Classified salaries shall be based upon the employee's current position classification according to the Classified Employee's Salary Schedule, as may be amended from time to time.

COMBINATION of POSITIONS

The combining of two or more part time classified positions into the work load of a single employee shall not be permitted unless such a combined position is planned in the budgeting process and the cost of fringe benefits to the employer is calculated and approved by the Superintendent or designee. (See Policy 7530 for fringe benefit eligibility.)