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OFFICE OF THE SUPERINTENDENT

Administrative Procedure

OREGON TRAIL SCHOOL DISTRICT, 46
SANDY, OREGON 97055

08-08
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GUIDELINES FOR RECLASSIFICATIONS REQUESTS CLASSIFIED STAFF

I. General.

The classification of a position determines the pay grade to which it is assigned. Classification decisions are not based on an employee's job performance or on a comparison to the work that other employees perform. Similarly, such decisions are not based on the amount of worked performed, but rather the level of expertise and skill needed to perform it.

At OTSD, classification reviews are performed by Human Resources (HR). Procedures for requesting a reclassification appear in section III-1. The reclassification process is for classified employees, *only*.

II. Process.

Human Resources will perform a job analysis to determine the appropriate classification at the time the position is established, or subsequently when an approved request is received in HR. Reasons for reclassification may include: a significant change in job responsibilities and tasks either requiring higher level knowledge, skills and abilities (upward reclassification), a significant change in job responsibilities and tasks requiring the same level of knowledge, skills and abilities but a change in title (lateral reclassification), or a significant change in job responsibilities and tasks requiring a lower level knowledge, skills and abilities (downward reclassification). Note: The downward reclassification is not tied to job performance and must follow Reduction In Force (RIF) procedures as set forth in the Classified contract.

The employee must be performing the new duties for six (6) months or more prior to the submission of the reclassification paperwork. The school or department submitting a request for reclassification provides the funds for any necessary salary increase resulting from the review. Implementation of reclassifications is normally effective at the beginning of the fiscal year or at the beginning of the pay period following full approval of the reclassification. No retroactive changes shall be permitted.

III. Procedure.

1. **Procedure for requesting job reclassification.** The following procedures should be followed in requesting a job reclassification for district employees.

i) **Obtain Reclassification Packet.** After the employee has been performing the new duties for at least six (6) months, obtain the reclassification packet from the HR website:
<http://www.oregontrailschools.com> or call HR at (503) 668-5541 for directions.

ii) **Complete Job Description.** Complete a results-oriented job description on the form provided and attach a copy of the present job description on file, together with an organization chart, as practicable, showing where the position fits in the department or administrative unit. The job description may be sent for review prior to submission of the reclassification; however, additional changes may be requested upon review of the reclassification questionnaire.

iii) **Complete Questionnaire.** Complete the Position Review Reclassification Questionnaire.

iv) **Obtain Authorizing Signatures and Submit Completed Packet.** Obtain the recommended signatures of the supervisor, director or administrator. Submit to Human Resources the entire packet of material for reclassification evaluation. Materials in this packet should include:

- a) Proposed new results-oriented job description.
- b) Copy of the present job description.
- c) Organization chart, if available.
- d) Position Review Reclassification Questionnaire.
- e) Completed signature sheet with appropriate sign-offs indicating the source of funds (budget number) from which the upgrade would be funded.

v) **Email Revised Job Description.** E-mail an electronic copy of the new results-oriented job description (see iv. a) to Human Resources at leymasterc@ortrail.k12.or.us.

vi) **Desk Audit.** Human Resources may conduct a desk audit of the position by meeting in person or over the telephone with the employee to review the reclassification questionnaire and job description. HR may also meet in person or over the telephone with the supervisor to obtain additional information and confirm concurrence with responses provided by the employee.

vii) **Calculation of Hay Points.** When necessary and appropriate, a comprehensive analysis of the position is completed to determine job value based on the knowledge, problem-solving, accountability and working conditions of the position.

viii) **Written Recommendation.** A written recommendation is sent to the Department head or Administrator with copies to the Association and employee attached for appropriate distribution.

ix) **Action by Department.** Within 30 days of receiving the reclassification recommendations from Human Resources, the supervisor has the responsibility to take one of the following courses of action. Allowing the employee to continue working out of classification is not an acceptable option.

- a) Make the decision to implement the recommendation; or
- b) Return the recommendation to the Human Resources asking which duties should be pulled in order to sustain the current title and pay grade; or
- c) Determine which duties should be added to be able to upgrade the position; or
- d) Return the recommendations to HR to consider a different classification