

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4213.23

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

**REVISED: 02/13/02
11/16/15**

SUBJECT: Reclassification

Reclassification is the change of an existing position, generally through an accumulation of gradual changes to the position. Reclassification can be to a higher or lower placement on the salary schedule. If the reclassification is to a higher placement on the salary schedule, the incumbent in the position shall be placed at the first step providing at least a five percent (5%) increase. If the reclassification is to a lower placement on the salary schedule, the incumbent in the position shall be placed on the step on the lower salary range equal to the salary attained prior to the reclassification; or, if the current salary exceeds the top step of the lower salary range, the incumbent shall be "Y" rated until the new salary range of the position exceeds the employee's salary.

Reclassification may occur only after a classification review. A classification review may be initiated by the Human Resources department, or upon request of the department head. All requests for classification review initiated by the department head must be submitted to the Human Resources department by December 31 of each year. All classification reviews will be processed only once annually, unless there are major changes within the department that cannot be anticipated.

A position will not be individually reviewed more than once in a three year period. If a total classification, department or organizational review is conducted, all positions within the group will be reviewed, regardless of how recent the last review may have been on any individual position within the group.

A reclassification requires the approval of the Associate Superintendent of Fiscal & Administrative Services, and, as appropriate, either the Associate Superintendent of Educational Services or the Associate Superintendent of Student Services.

A classification review may result in:

- 1) A title change only.
- 2) Changes to the job specification only.
- 3) Changes to the salary schedule placement only.
- 4) All or any combination of the above.