

## **Classified Personnel**

### **Reclassification**

Reclassification of employees shall be subject to approval of the Board of Education. Unless otherwise specified by the Board, the effective date of reclassification and any related salary change shall be the date the recommendation is formally adopted by the Board of Education. Classified positions will only be reclassified in accordance with this policy and procedure.

#### **Definition**

Reclassification is defined as the upgrade of a position from one classification to a higher classification as a result of the gradual accretion of duties and responsibilities permanently assigned to the position which are not attributable to a sudden or short-term change, nor occasioned by reorganization or the assignment of new duties and responsibilities within the classification description.

#### **Eligibility**

An employee whose position is reclassified shall be ineligible for consideration of a subsequent reclassification for the same position for a period of not less than three years. No request for reclassification will be considered if submitted within two years of a denial of a request for reclassification of position by the Board of Education.

#### *Legal References:*

##### *EDUCATION CODE*

*45101 Definitions*

*45109 Fixing of Duties*

*45285 Reclassifications*

*Board Policy 4200*

Replaces BP 408 (9/77)