

CLARK COUNTY SCHOOL DISTRICT REGULATION

4125

CLASSIFICATION OR RECLASSIFICATION: SCHOOL POLICE AND SUPPORT STAFF EMPLOYEES

- I. It is the district's policy that employees are to be fairly classified for the work that is being performed and that such classification is determined through consistent application of an objective point factor system.
- II. The superintendent or the superintendent's designee shall establish classifications for support staff and school police employees.
 - A. Positions will be classified in a manner which provides for efficiency and economy, which supports a promotional hierarchy that will lead to the development and utilization of employees, and which will ensure that compensation is commensurate with tasks performed.
 - B. Jobs will be evaluated, as required or as requested, to determine job content as it relates to wage differentials. A request for reclassification shall not be accepted more than one time within a 12-month period of time.
 - C. A request to review a classification will be forwarded to the Classification/Compensation Analyst, Support Staff Personnel, Human Resources Division.
 - D. The Classification/Compensation Analyst will utilize the adopted point factor system to analyze and compare duties and responsibilities performed with those inherent to the position description.
 - E. The Executive Cabinet may review job analysis findings and the fiscal impact of the classification, and when appropriate, provide input to the superintendent regarding any classification changes or additions.
 - F. Recommendations for implementation of a reclassification are contingent upon resources dedicated for this purpose.
 - G. Changes in job classifications of the Support Staff Salary Schedule and of the School Police Salary Schedule may be approved by the superintendent.
 - H. In unusual circumstances, the superintendent may waive these regulations.

III. Appeal Procedure

- A. If, as a result of the review by the Classification/Compensation Analyst, the request for reclassification is not recommended, the employee may appeal to the joint review committee. In the event of an appeal, the Classification/Compensation Analyst will present all supporting data to a joint review committee composed of designated district and the Education Support Employees Association or School Police Association representatives.
- B. The recommendation of the joint committee shall be sent to the superintendent.
- C. The superintendent's decision is final.
- D. This regulation is not subject to Article 4 in the Agreement negotiated between the district and the Education Support Employees Association or School Police Association.

IV. Notification

- A. When a reclassification is no longer being considered, written notice will be given to the employee(s) requesting the review.
- B. After the superintendent or designee approves or disapproves a reclassification, a final written notice of the action will be sent to the affected employee(s).

Responsibility:	Human Resources Division
Adopted:	[4911:7/64] (6/77;10/22/81)
Revised:	(8/22/89; 5/14/91; 10/26/93)
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