

CLARK COUNTY SCHOOL DISTRICT REGULATION

4125.1

CLASSIFICATION OR RECLASSIFICATION: ADMINISTRATIVE EMPLOYEES

- I. The superintendent may, from time to time, reclassify administrative positions.
- II. Positions will be classified in order to provide for efficiency and economy, to set up lines of promotion that will lead to the best development and utilization of employees, and to ensure that employees are paid fully for the jobs they perform.
- III. Division heads will provide an opportunity for department heads to submit requests and rationale for reclassifications within their departments. A request for reclassification will be submitted to the superintendent not later than the first Monday in December by the appropriate division head. The division head will include all requests submitted by department heads including those he/she is recommending and those he/she is not recommending. If exceptional circumstances exist, such a request may be submitted at another time.

Review Responsibility:	Human Resources Division
Adopted:	5/8/90
Pol Gov Rev:	6/28/01