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**AURORA PUBLIC SCHOOLS**

**Revised April 1979**

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**APS Code: GDP**

### **CLASSIFIED STAFF PROMOTIONS AND RECLASSIFICATION**

Pay grade classifications for all classified jobs are established at the time a salary schedule is adopted by the Board of Education. Such pay grades generally will remain in effect until such time as a new reclassification study is completed. However, job reclassification may be made by the Superintendent of Schools, if:

1. Significant changes in duties and responsibilities of a particular position occur as the result of reassignment or reorganization. Any such reclassification can result in either a lower or higher pay grade classification.
2. The addition of a job classification which did not exist at the time the salary schedule and pay grades were adopted.
3. Unusual or extraordinary circumstances deemed necessary by the Superintendent of Schools.

The classification status of any position may be reviewed in accordance with regulations established by the Superintendent of Schools.

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- A. Unless the Superintendent determines that unusual or extraordinary circumstances exist which warrant a review, reclassification will be based on data from market surveys of other large metropolitan school districts. Annual benchmark surveys from an independent consulting firm will guide the District's desire to stay competitive within the market. In addition, each job description will be reviewed once every three years on a rotating basis. Both incumbents and supervisors will have input into possible revisions. When changes in job duties and responsibilities warrant a market survey, an individual study will be conducted. Supervisors can request such a review of a job description in writing to the chief personnel officer. Positions that show a trend of salary significantly below or above market will be considered for reclassification.
- B. A classified employee whose position is reclassified to a higher range shall maintain step status in the higher range, carrying the accrued time on the current step to the new range.
- C. A classified employee whose position is reclassified to a lower range shall be placed in the lower range at an equal salary and shall progress to the maximum of the lower range. If the current salary of the employee is higher than the maximum of the lower range, the employee shall remain at the current salary until future increases bring the lower range high enough to allow progress on the new range.
- D. All salary reassignments for classified employees who have been reclassified shall become effective July 1 of the current calendar year.
- E. A classified employee who is promoted to a position which carries a higher range classification shall be placed at the same step in the new range.
- E. A classified employee who is demoted (at her/his request or her/his supervisor's request) to a position which is a lower range classification, shall be placed at her/his same step in the new range to which s/he is demoted.
- F. Request for Reclassification
  - 1. Supervisors who desire a review of a job description shall submit such a request in writing to the chief personnel officer.

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2. The chief personnel officer will review the request to determine whether a market survey should be conducted based on the information provided. When changes in job duties and responsibilities warrant a market survey, an individual study will be conducted. Positions that show a trend of salary significantly below or above market will be considered for reclassification.
3. If reclassification occurs, it shall be effective either at the beginning of the pay period following the Superintendent's action or the next contract year, depending on circumstances specific to the change.
4. Final reclassification decisions may be discussed with the chief personnel officer.