

RECLASSIFICATION

Reclassification is the process of reviewing and evaluating an existing position to determine if the current classification is appropriate. It is the responsibility of the Terrebonne Parish School Board to establish and maintain job descriptions and classifications that accurately reflect the duties, responsibilities, training, education and experience of every position under its jurisdiction.

PROCEDURE FOR RECLASSIFICATION OF PERSONNEL

The Reclassification Review Committee will accept requests throughout the school year. The Committee will meet and process all requests. The Superintendent may request a review at any time during the school year.

- I. The Reclassification Review Committee shall be composed of the following:
 - A. Assistant Superintendent of Instruction and Student Support Services
 - B. Supervisor of Personnel-Chairperson
 - C. Executive Director of Finance and Auxiliary Services
 - D. Chairperson of the Principal's Site Committee
 - E. Supervisor appointed by chairperson
- II. Procedure for initiating the reclassification process is as follows:
 - A. Form R-1 and all attachments must be submitted to the Supervisor indicating the rationale for reclassification.
 - B. Form R-1, R-1A, and attachments must be completed and forwarded to the Reclassification Review Committee Chairperson.
- III. Reclassification Review Committee recommendation shall be based on the following:
 - A. Skills and responsibilities required for the position
 - B. Scope of the job including duties, responsibilities, training, education and experience required for the position
 - C. Information presented by the immediate supervisor relative to the proposed job description and classification change
- IV. The Reclassification Review Committee shall submit to the Superintendent the completed Form R2, indicating one of the following recommendations:

- A. Reclassification of the position to a higher level
 - B. Deny the request for reclassification of the position
- V. The Superintendent shall approve or deny the recommendation of the Reclassification Review Committee, inform the applicant and the immediate supervisor of his decision, and forward the recommendation to the Finance, Insurance and Section 16 Lands Committee along with the Reclassification Review Committee results which state the rationale for the decision to be incorporated into the proposed budget for the following **fiscal year**.

April 1997

Ref: Board minutes, 3-18-97, 4-15-97.