

## **BP 7235 Classification Review**

### **7235.1 Supervisor-Initiated Review**

When a position is being considered for replacement or when the supervisor believes that the job duties and responsibilities of a particular position have changed significantly and permanently, the supervisor shall work with the Chief Human Resources Officer (CHRO) to review the position for possible reclassification.

### **7235.2 Employee-Initiated Review**

In the event an employee believes that he or she is performing duties that are not consistent with the employee's classification and job description, the employee may initiate a classification review utilizing the procedures outlined in the collective bargaining agreement.

### **7235.3 Recommendation and Approval**

Proposals for reclassification under this policy will be effected at the recommendation of the CEO to the Board of Trustees.

### **7235.4 Assignment out of Classification**

Employees may be required to perform duties inconsistent with their classification. In the event such assignment exceeds a period of five working days, their salary will be adjusted upward for the entire period they are required to work out of classification. In such cases, the employee's supervisor shall request approval for the assignment from the Chief Human Resources Officer (CHRO) prior to making the assignment. Payment of the stipend will be in accordance with the negotiated agreement.

**Approved 05/14/08**