COMPENSATION SYSTEM – MAINTENANCE PROCEDURE

A. When new jobs are created, it will be the responsibility of the administrator proposing the job to prepare and submit a job description, together with a job evaluation worksheet documenting the proposed pay grade, to the director for human resources through the usual divisional approval channels. The director for human resources will review these, conferring with the administrator if necessary and making any amendments, which are required in the director for human resource's judgment, before submitting the job to the superintendent and Board for approval.

B. When new positions are added under an existing job description, or when the content of a job is changed, the supervising administrator will review the job description, make any necessary revisions, and submit the revised job description and job evaluation worksheet to the director for human resources as above.

C. At the time of the employee performance review, the job incumbent and immediate supervisor will review the incumbent's job description. They will jointly certify if the job description is a current and accurate description of the duties, responsibilities and conditions of the job. If it is not, the supervisor will submit a revised job description and job evaluation worksheet to the director for human resources as above.

D. The director for human resources will establish reasonable deadlines for the submission of job descriptions and evaluation worksheets.

E. A standing committee of three administrators chosen by the superintendent – one from each of the major divisions, special, vocational-technical and general education – will meet at least once annually or as often as necessary to review the compensation system with the director for human resources. The director for human resources will bring to the committee's attention any problems, complaints or concerns with the system; and the committee may recommend such changes to the superintendent as it considers necessary.
F. The foregoing procedures are designed to trigger adjustments in job descriptions and classifications as changes occur. An employee's first recourse, if changes occur in job content and are not reflected in appropriate adjustments, is to take the matter up with his or her immediate supervisor, at the time of the annual performance review, if not sooner. If the employee is not satisfied with the supervisor's decision, he or she may appeal to the appropriate division head. If the employee is not satisfied with the division head's decision, he or she may appeal to the director for human resources. If the employee is not satisfied with the decision of the director for human resources, he or she may appeal to the superintendent. Employees will be limited to one appeal per year, except that if the job description is revised or the job reclassified, the employee may appeal.

ADMINISTRATIVE REGULATION

Approved: November 18, 1980