

July 1, 2004

ADMINISTRATIVE MEMORANDUM NUMBER ONE HUNDRED TWO

PROCEDURES TO BE FOLLOWED FOR POSITION DESCRIPTION APPEALS FOR CLASSIFIED, SECRETARIAL, ADMINISTRATIVE, AND SUPERVISORY, SPECIALIST AND TECHNICAL EMPLOYEES

1. **Position Description**

The Granite School District maintains position descriptions for all positions in the district. These descriptions help employees determine the responsibilities of their assigned positions. Descriptions also help the district evaluate appropriate position lane placements on the appropriate salary schedules. Copies of position descriptions are available in the Human Resources Office.

2. **Position Description Changes and Upgrades Initiated by the District**

The district reserves the right to create, modify or combine position descriptions at its discretion. At the district's option and at any time, position descriptions may be submitted to a consultant for evaluation and recommendation for lane placement on the appropriate salary schedule.

3. **Position Description Appeals Initiated by Employees**

Employees may initiate a position description appeal for one of two reasons: either the employee has no position description or the responsibilities and duties of the position have changed substantially since the description was most recently evaluated.

A. **Timing for Appeals**

In October of each year, the department of Human Resources will notify district employees that position appeals will be considered and will include a deadline for submission of such appeal.

B. **Employee Responsibility**

Individual employees are responsible to secure their existing position descriptions and articulate in writing how the actual position requirements differ from the position description. The employee must also obtain written confirmation of the differences between the actual requirements and the description from the employee's supervisor. The employee must deliver the existing description, the actual requirements, and the supervisor confirmation to the Director of Human Resources no later than the established deadline.

C. **Assistant Superintendent Responsibility**

The assistant superintendent with line authority for the employee evaluates the appeal and determines whether the substantial changes in responsibility should be reassigned to return the position to its former responsibilities or if the changes should become a permanent part of the description. If the assistant superintendent determines that the responsibilities should be reassigned, the assistant superintendent notifies the employee and others as necessary to make the reassignments. If the assistant superintendent determines that the changes should become a permanent part of the description, the assistant superintendent brings the appeal to the superintendency as a whole.

D. **Superintendency Review**

The superintendency as a whole reviews the appeal and evaluates whether the change should become a permanent part of the description or other alternatives should be considered. If the superintendency determines that the change should become a permanent part of the description, the appeal is referred to a consultant. If another alternative is selected, the superintendency will give direction to that effect.

E. **Consultant Recommendation**

The consultant carries out two separate activities upon receipt of an appeal. The consultant devises a new position description and then evaluates that new description for lane placement on the salary schedule. Both the new description and lane placement recommendations are returned to the superintendency.

F. **Superintendency Action**

The superintendency receives the recommended position description and lane placement and accepts the recommendation or directs other action. The assistant superintendent with line authority or a designee communicates the decision regarding the action to the employee in writing.

4. **Funding of Decision**

Action on appeals will be subject to yearly budget considerations.

5. **Downgrade of Positions**

If the evaluation of a position results in the determination that a position is to be downgraded, the position is immediately reclassified. The incumbent employee's salary is frozen at the pre-reclassification step and lane. The employee is included in all interviews for positions laterally situated with the pre-classification lane until the employee is either selected for another position for which the employee has applied or the lane into which the position was reclassified catches up with the frozen salary.

6. **Stipends**

At its sole discretion, the superintendency may consider the recommendation of the superintendent or an assistant superintendent to grant an employee a stipend. Stipends shall only be recommended if the employee is performing a specific and substantial extra duty or where a market necessity exists.

A. **Extra Duty Assignments**

An employee may be assigned a specific and substantial extra duty assignment which the superintendent or assistant superintendent may not wish to include as a permanent part of the position description. The superintendent or assistant superintendent may recommend, subject to the acceptance of the superintendency, that the employee receive a stipend for that extra duty. The employee will continue to receive the extra duty stipend until the extra duty assignment is removed. The extra duty assignment is an at-will assignment, and the assignment and stipend may be removed at any time and for any reason or for no reason.

B. **Market Necessity**

Stipends for employees may be recommended by the superintendent or assistant superintendent based on market necessity. For the purposes of this memorandum, market necessity is determined by supply and demand (e.g. a stipend designed to attract employees to the district in the case of a tight labor market) or for retention (e.g. a stipend designed to retain an employee when the employee is being recruited by another employer). Market necessity stipends are not part of an employee's ongoing contract, are evaluated on a year-to-year basis, and may be removed upon determination that the market necessity no longer exists.

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