



STAFF POLICY MANUAL

Policy A-42	CLASSIFICATION & EMPLOYMENT MOBILITY		
<u>Effective Date:</u> 02/05/2018	<u>Applicable Law/Statute:</u>	<u>Source Doc/Dept:</u>	<u>Authorizing Pol/Reg.</u>

A. **APPLICABILITY.** Classified, Non-Classified, and Short-Term Employees.

B. **POLICY.**

1. Classification of Positions. Positions are classified based on the level and scope of assigned duties and responsibilities. Positions with similar duties, responsibilities, and decision-making authority are grouped together in the same classification. Classifications that focus on similar fields of work are grouped together in the same job family. A list of classifications, job families, and class specifications can be found [here](#).

2. Reclassification of Existing Positions.

A position may be reclassified when there has been a significant change to the duties and responsibilities of the position. Human Resources will establish reclassification procedures.

Absent exceptional circumstances, a reclassification request may be made no more than once in a 12-month period. Reclassification decisions are not subject to the grievance procedure contained in this manual.

An employee may be eligible for an in-range progression when there has been a change to the responsibilities and duties of a position, but reclassification is not warranted. See *Salary Administration Policy*.

3. Employee Movement. When an employee moves from one position to another, the move may result in a change in classification.

a. *Promotion.* Promotion is the movement of an employee to a position in a higher-graded job classification. Promotions are made based on qualifications and performance.

b. *Demotion.* Demotion is the movement of an employee to a position in a lower-graded job classification. Demotions may be voluntary or involuntary.

c. *Lateral Transfer.* A lateral transfer is movement of an employee to a different position in the same job classification or to a different job classification in the same pay range.

- d. *Temporary Reassignments.* A temporary reassignment is the short-term movement of an employee from one position to another. Upon completion of a temporary reassignment, an employee shall return to the employee's previous position.
 - e. *Administrative Reassignments.* An administrative reassignment is the movement of an employee from one position to another in response to a legitimate business need, as determined by the Human Resources Division.
4. Succession Planning. As needed and as deemed appropriate, the Chancellor may direct the assessment of leadership needs of the District to ensure the training and selection of qualified leaders from inside and outside the District.

REVISIONS

Type	Date	Description
Effective	02/05/2018	Initial Policy
Revision	XX/XX/XX	