

Chapter 2

Classification and Job Evaluation

Section 5 Procedure for Review of Position Classification and Equity Adjustments.

- A. A request for a reclassification of a current position may be initiated by the employee or her/his manager between April 1 and April 30 of any year. The employee can obtain the necessary forms from the Administration office, complete them and submit them to her/his manager.

- B. If an employee covered by the Personnel Policy or her/his manager believe the position classification warrants an equity adjustment due to changes in the labor market, the necessary forms for initiating a review are available from the Administration office.

- C. A request for reclassification must be supported with documentation of substantial changes in job duties/responsibilities since the last review. Changes in duties/responsibilities may result from Library reorganization or from a gradual change occurring over an extended period of time.

Reclassifications shall not be considered for temporary changes (see Chapter 2, Section 4 G, Temporary Appointments).

- D. The Library Personnel Specialist evaluates the positions through study of new and former position questionnaires, class specifications, related positions, market surveys, etc. Interviews may also be conducted with the employee, manager, and other appropriate persons.

- E. The Library Director submits a written report and recommendation concerning the requested change to the Personnel Committee.

- F. The Personnel Committee will act upon the request after considering the information provided and the Library Director's recommendations.