

FREDERICK COUNTY PUBLIC SCHOOLS		Reg. No. 300-5
Subject:	CLASSIFICATION AND RECLASSIFICATION PROCEDURES FOR SUPPORT POSITIONS	Date of Issue: 2/9/00
Preparing Office:	Office of the Superintendent	Amended: 8/1/08

I. Policy

II. Procedures

A. Definitions

1. Classification - The process of analyzing the content and requirements of a proposed new position (that title is not currently assigned to a support salary grade) for placement on the support salary scale.
2. Reclassification - The process of requesting approval for, and analyzing position content of, a support position for placement on a higher or lower salary grade of the support scale.

B. Purpose

The purpose of this regulation is to provide supervisors and employees with the timeline and process for requesting classification and reclassification.

C. Classification

1. New positions being requested in any budget, must be classified by the Division of Human Resources.
2. A copy of the job description and a classification/reclassification request form, completed with all necessary signatures, will be provided to human resources at the same time the position is requested in the budget. For positions submitted within the regular budget cycle, requests must be received by the human resources officer no later than close of business on the last business day of November.
3. Human Resources will provide salary grade classification and job description edits (to ensure clarity, uniformity, and conformity with the law) by March 31. Classification will be based on the minimum requirements and job responsibilities as stated in the job description as they relate to the essential functions of the position. If minimum requirements for a position change after the initial request is made, the classification (salary grade placement) will be re-evaluated prior to advertising the position.
4. Positions submitted outside the regular budget cycle will also be accompanied by a job description. The Division of Human Resources will be given two weeks to provide job description edits and salary grade classification. The classification/reclassification request form, job description, and salary grade information as determined by human resources will be submitted to the superintendent or designee for consideration.

D. Reclassification

1. An employee, or any person in the supervisory chain, may request reclassification of a support position.
2. Reclassification requests may be submitted to the human resources officer during the months of October and April. Positions that have been reviewed for classification or reclassification within the preceding twelve (12) months are ineligible for consideration.
3. Reclassification requests will be initiated using the classification/reclassification request form. To be considered, the form must be completed and signed by the position supervisor and division head.
4. Human Resources will review the request and contact personnel for additional information as needed.
5. Human Resources will work with the position's supervisor to adapt the job description to comply with relevant laws.
6. If the division head concurs that fiscal funds are available, the executive director of human resources will have authority to approve reclassification changes that will be retroactive to the date of the request. If however, the pay change crosses the fiscal year, it will be retroactive to July 1 of the current budget year.
7. The employee will be placed on the new grade and step with a minimum increase of 6% to the overall hourly salary.

E. Appeals

Classification decisions may be appealed.

1. To appeal the classification decision of the human resources officer, one must submit a written appeal to the executive director of human resources within thirty (30) days of date of notification.
2. To appeal the decision of the executive director of human resources, one must submit a written appeal or meet with the superintendent within thirty (30) days of date of notification. *
3. The appeal of the superintendent will be treated as an appeal under §4-205(c) of the Annotated Code of Maryland, Education Article.

NOTE: Classification/Reclassification Request forms are available from the Division of Human Resources.

* Appeal forms are available via www.fcps.org - Board Policy 105.

Approved:

Original signed by

Linda D. Burgee
Superintendent