

CLASSIFIED PERSONNEL

Promotion/Demotion/Reclassification

Promotion

The Superintendent or designee may promote a current qualified employee upon the creation of any vacancy in lieu of advertising outside of the Office. No employee shall be involuntarily promoted unless a reorganization of Office personnel results in the elimination of the employee's current position.

An employee who has been promoted retains no right of return to the former position unless mutually agreed otherwise by the Superintendent or designee and employee at the time of promotion.

Demotion

The Superintendent or designee may consider demotion in lieu of lay off for cause when deemed appropriate to meet the needs of the Office and the skills/abilities of the employee.

Reclassification

Requests for reclassification of an existing position shall initially be submitted to the Superintendent or designee for consideration. Following the conclusion of an administrative review and investigation, all findings and recommendations shall be presented to the Personnel Commission for action as may be appropriate.

Normally, an employee who has been considered for reclassification with his/her position shall be ineligible for subsequent reclassification consideration for a period of at least three years from the date the position was last reviewed.

Legal Reference

EDUCATION CODE

45162 Salary of employees not requiring certification qualifications

45285 Reclassification