

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

LAW AND RULES

545
January 1, 2004

545 RECLASSIFICATION OF INCUMBENTS AND LISTS

Education Code 45285

(a) When all of the positions in a class are reclassified to a higher class, the incumbents of the positions who have been in the class for two or more years may be reclassified with their positions by the personnel commission. When a portion of the positions within a class are reclassified to a higher class an incumbent who has a continuous employment record of two or more years in one or more of the positions being reclassified may be reclassified with his or her position as provided by personnel commission rule.

(b) The basis for reclassification of the position shall be a gradual accretion of duties and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities. Determinations as to gradual accretion shall be on the basis of guidelines provided by personnel commission rules.

(c) An employee who has been reclassified with his or her position is ineligible for subsequent reclassification with his or her position for a period of at least two years from the initial action.

- A. In a position subject to periodic classification review in relation to a quantitative criterion, gradual accretion shall be deemed to have occurred when that position has been in the cushion area during each of the two years immediately preceding the year when it qualified for reclassification.
- B. In regard to other types of positions, supervisors and incumbents have responsibility for timely action to initiate requests for classification study based upon changes in duties and responsibilities.
1. A request for reclassification of incumbent(s) shall be presented, by the incumbent or a supervisor, in writing to the Personnel Director in a timely manner. It shall identify the incumbent(s) who have been in the position for two consecutive years, the specific changes in duties and the dates or periods when those changes occurred, and the reason(s) for delay in presenting a request for study. Ignorance of this Rule or the significance of the question on the annual performance evaluation form relative to classification will not be accepted as the sole basis for a delay in requesting a classification study.
 2. A request for reclassification of incumbent(s) must be supported by an overall "Exceeds Standards" rating on the most recent annual performance evaluation form.

CHANGE:

Rule revised to require two years in position instead of three years for reclassification with position.

Remove: January 13, 1986, page 1 of 2. Add: January 1, 2004, page 1 of 2.

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3. The person submitting the request for study or a designated representative shall provide any additional information requested by the staff and shall be present at the Personnel Commission meeting when the Director's report is presented in order to respond to questions if requested by the Commission or its staff.

If the evaluation has not been completed because of a supervisor's absence due to circumstances such as retirement, prolonged illness, or resignation or if the content is of questionable validity, the Personnel Director shall have the authority to review the reclassification request and supporting documentation, and to recommend exemptions, or exceptions to this Section of the Rule. The Personnel Director will also inform the responsible administrator if there is a deficiency and emphasize the importance of the evaluation and the responsibility of the immediate supervisor to complete the evaluation in a timely and responsible manner.

- C. In order to be reclassified with position, the incumbent must meet the criteria set forth in Education Code Section 45285. For the purposes of this Rule "two or more years" means at least two complete years within the annual assignment basis of the position.
- D. When a class is reclassified for the purpose of title change only, all employment lists for the class shall automatically be reclassified to the new title. In other cases when all the positions in a class are reclassified to another class, existing employment lists may be reclassified if appropriate.

CHANGE:

Rule revised to require two years in position instead of three years for reclassification with position.

Remove: November 14, 2001, page 2 of 2. Add: January 1, 2004, page 2 of 2.

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