

**PERSONNEL - CLASSIFIED**

**SUBJECT: Position Reclassification**

Request for reclassification of an existing position may be submitted in accordance with regulations and procedures to the Division of Personnel Services at any time, but will be considered once each year in the spring. However, the Superintendent may recommend a reclassification study be conducted at any time. The Division of Personnel Services will be responsible for investigating each request and transmitting findings and recommendations to the Superintendent for final action.

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