

JOB DESCRIPTION/REVIEW COMMITTEE PROCEDURE FOR HOURLY EMPLOYEES

1. The "Job Description/Review Committee" will consist of seven (7) members. The Superintendent of Schools shall appoint four (4) members to the "Job Description/Review Committee" and the PESP (Pattonville Educational Support Professionals) president will appoint three (3) of the members. The committee will review job descriptions, classifications and re-classifications. The committee will not review job descriptions, classifications and re-classifications of any position listed as exempt. The committee will meet once a semester or as called by the superintendent.
2. Should the responsibilities of any position be changed significantly due to re-organization, re-staffing (termination or promotion), sub-dividing job responsibilities, or restructuring of the position, the employee so affected may make written application for a review for re-classification outlining the rationale for the request to the Assistant Superintendent for Human Resources. The applications will be reviewed by the Assistant Superintendent for Human Resources and those not meeting the change criteria will be returned to the employee with an explanation. The application shall be signed by the employee's immediate supervisor. The "Job Description/Review Committee" will work with the administration to prepare a job description and to determine proper placement in job category prior to submission to the Superintendent of Schools.
3. When new positions or new job categories (which may include a group of current employees) are proposed for the district, the "Job Description/Review Committee" will work with the administration to prepare a job description and to assign the position to the proper job category prior to recommendation to the Superintendent of Schools. If the PESP and the school district cannot agree as to whether a new position is/is not exempt, the matter will be submitted to the State Board of Mediation for resolution.
4. The Superintendent shall provide the Board of Education with the recommendation(s) of the Job Description Review Committee. Any action taken pursuant to this procedure must be subject to the Board's right to approve, modify or reject such action.

Adopted: October 27, 1992
Revised: November 23, 1993
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