

Personnel – Series 4000

4400 The Merit System

4430 The Classification Plan

4434 Reallocation

4434.1 Reallocation

- A. In the event that position duties are suddenly changed due to reorganization or the assignment of completely new duties and responsibilities, the procedures set forth in the Commission rules shall be followed regarding classifying the position, the qualification process, and/or reallocating the position.
- B. If the County Superintendent or designee submits in writing that the duties of a position have changed due to reorganization or assignment of new duties and responsibilities, the Director shall conduct or have conducted by a qualified specialist a study of allocation and recommend to the Commission reallocation of the position as appropriate.
- C. When a position is reallocated 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 reallocated may be reallocated with his/her position.

Incumbents with less than two years of service may be required to take a qualifying examination or provide other evidence of qualification.

- D. An employee whose salary for a classification is reallocated upward (salary adjustment within class) shall be placed on that step of the adjusted salary range that will provide a pay increase of not less than five percent, except when the maximum rate of the higher salary range is less than five percent. Transactions resulting in the reallocation of an employee or an adjustment of salary within class shall not affect an employee's anniversary date.
- E. When a position or group of positions is reallocated to a position with an equal or lower wage or salary range, the impact on the incumbent shall be considered a layoff for a lack of work and reemployment rights shall be provided in accordance with the law and Personnel Commission rule 4465.2 Rights of Employees Laid Off or Reduced for Lack of Work or Lack of Funds.

Reference:

Education Code Sections 45256, 45285 and 45285.5

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