

EMPLOYMENT PRACTICES  
JOB CLASSIFICATION AND  
STAFFING/STIPEND REQUESTS

DC (LOCAL)  
ADMINISTRATIVE REGULATION

CONDUCTING  
REVIEWS

Review of job classifications and additional staffing/stipend requests must be initiated by the supervisor or the Human Resources Department. Reviews will be conducted as follows:

- (a) ***Job classification reviews and additional staffing and stipend requests are initiated and considered in February of each year.*** Reviews outside of the month of February will be considered on a case by case basis as determined.
- (b) The supervisor must submit an electronic copy of Exhibit A, B, or C and supporting documents as applicable to the Chief Human Resources Officer. The request form must be approved by the appropriate supervisor.
- (c) The Superintendent's Leadership Team will determine requests that will move forward for consideration by the Superintendent and/or Board.
- (d) Cases that involve the creation of a new position will require Board approval.
- (e) The Human Resources Department will notify the requestor and/or the employee as applicable after the Superintendent's/and or Board's approval.