

RECLASSIFICATION OF SERVICE PERSONNEL

The reclassification of service personnel under this policy shall take place at the beginning of the employment term for those employees who have accumulated 4 and 8 full years of service. Employees who reached the 4 and 8 years of service milestone after the employment term for that position have started will be reclassified at the beginning of the next employment term. Nothing in this policy shall be interpreted to prevent the Board from employing any employee at any classification level, nor shall it prohibit the Board from reclassifying service personnel due to changes in work responsibilities or other factors. No person shall be reclassified without written notice and signed agreement with regard to the understanding of the new job responsibilities as outlined in WV Code §18A-4-8.

Custodians:

After 4 years of service those employees classified as Custodian I shall be reclassified to Custodian II. After 4 years of service those employees classified as Custodian II shall be reclassified to Custodian III.

Cooks:

After 4 years of service those employees classified as Cook I shall be reclassified to Cook II. After 4 years of service, those employees classified as Cook II shall be classified as Cook III.

Secretaries:

After 4 years of service those employees classified as Secretary I shall be reclassified to Secretary II. After 4 years of service those employees classified as Secretary II shall be reclassified to Secretary III.

SOURCE : Hardy County Board of Education

DATE : October 5, 1998 – June 18, 2001

LEGAL REFERENCE : West Virginia Code §18A-4-8a

