



Provo City School District Policy Series 5000: Personnel

5030 P1

Noncertified Employee Job Study Procedure

The Board of Education desires that the major duties and responsibilities of each employee be consistent with the written job description for which the employee was hired. From time to time it may become necessary to review a particular employee's major duties and responsibilities to ensure such consistency. Listed below are the procedures to be followed when conducting such a review.

If a noncertified employee believes that the job description for his/her current position does not accurately reflect the major duties and responsibilities actually assigned and/or performed, or if the job position has changed substantially since the job description was created and approved, the employee may submit a written request for a job review to their principal or district level director/supervisor.

The job study procedures are as follows:

1. The employee must provide a copy of their current job description and document all relevant information in order to substantiate discrepancies between the official job description and the major duties and responsibilities as presently assigned and/or performed. Job descriptions may be obtained through the District web site @ provo.edu.
2. Upon receiving the required materials and a written statement from the employee's principal or district level director/supervisor as to their level of support of the job study request, the Deputy Superintendent of Human Resources or his/her designee will review the information with the requesting employee's supervisor and other appropriate District administrators. The job study will include an evaluation of the information submitted by the employee in conjunction with analysis tools associated with the job study. Certain factors may be considered in the job study, including, but not limited to: (a) the complexity of the job in relation to coordination, scheduling, flexibility, diversity, and independent decision making; (b) the responsibilities of the job in relation to consequences of error, financial responsibilities, resources required, supervision of others, and workload; (c) the working environment, education, experience, knowledge, and skills associated with the job; and (d) any other relevant and applicable information from District administration. The Deputy Superintendent of Human Resources will render a decision on the job study and notify the employee in writing within 30 days of receipt of the written job review request and accompanying materials.
3. A decision rendered through the job study process may consist of: (a) an adjustment in the job assignment; (b) a modification of the employee's assigned duties and responsibilities; (c) no adjustment to the position's lane assignment; (d) any other action that is deemed reasonable and appropriate under the circumstances; or (e) a decision that no action will be taken.

4. The District, in its sole and absolute discretion, maintains the right to eliminate responsibilities or otherwise adjust an employee's job duties in order for said employee to perform his/her job and remain on the same lane.
5. No noncertified employee will be discouraged or restrained from using the job study process.

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