

**SOUTHWESTERN ILLINOIS  
COLLEGE  
DISTRICT 522  
BOARD POLICY MANUAL**

**POLICY  
STATEMENT**

**POLICY ISSUE:** Assignment of Faculty and Staff

**POLICY CODE:** 3012

**DATE ADOPTED:** July 1991

**DATE(S) REVIEWED:** August 2010

**DATE(S) AMENDED:** April 1995, September 2010

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Subject to the limitations contained in any appropriate collective bargaining agreement or employment contract, the Board of Trustees reserves unto itself, as a management right, the responsibility for making faculty and staff assignments. This responsibility is delegated to the College President and is executed by the appropriate administrative staff. These faculty and staff assignments include the duties to be performed, the assignment of specific responsibilities, and the work to be accomplished.

The immediate supervisor, in conjunction with the appropriate Vice President, shall develop a job description for each staff position. The job description will be reviewed for consistency and approved by the Human Resources Office.

Salary placement shall be done in accordance with the applicable collective bargaining agreement or personnel policy manual. In those cases where a salary classification plan is utilized, the Human Resources Office shall implement procedures to ensure that all affected positions are reviewed for appropriate salary grade placement on a regular basis. The Human Resources Office shall provide to the Board of Trustees a written report identifying any changes in salary grade classification. This report shall be made within ten calendar days of the change in classification and shall identify the position title, the name of the incumbent employee, the old salary grade, the new salary grade, the reason for the change in classification, and the annual salary difference in the two classifications.