



5.60.014-AD Position Titles

- (1) Systematic procedures in personnel management require that there be consistency in assigning titles for classes of positions in which the work and responsibility are reasonably comparable. In order to avoid the confusion resulting from the proliferation of different titles:
 - (a) It is essential that we carefully control the addition of the new titles to those in general use in the district;
 - (b) Titles must not be informally adopted or misused.
- (2) In order to respond to these two considerations, no titles for positions may be designated without the approval of the assistant superintendent for Personnel. In reviewing proposals for titles to be used, the assistant superintendent will give consideration to the level and scope of responsibility and the existing relationship of such titles to present positions. Departments should avoid using unofficial and/or informal titles, which result in confusion; i.e., it is inappropriate to call someone directing a project a "director" when that person's level of responsibility and salary schedule has been set in the "specialist" classification.
- (3) It is equally inappropriate for stationery or business cards to be printed with other than an individual's officially assigned title.

Policy Implemented:

History: Adpt. 5/76

For official use only	
Approved:	
_____	_____
Superintendent	Date