

## **ARTICLE 9      RECLASSIFICATION OF POSITION AND CLASSIFICATION OF NEW POSITIONS**

### **9.1      Definition**

1. "Reclassification" means the modification of a position to a different classification as a result of a change in the responsibilities, duties, training, and/or experience requirements relative to the duties being performed by the incumbent in the position.
2. "Classification" means that each new position in the classified service shall have a designated title, a regular minimum of assigned hours per day, days per week, and months per year, a specific statement of the duties required to be performed by the employees in each such position, and the regular monthly salary ranges for each such position.

### **9.2      Criteria**

When an existing position and/or classification is recommended for reclassification, the request is referred by the immediate supervisor to the appropriate Vice President and then to the Chief Human Resources Officer (CHRO). It is then referred to the Classification/Reclassification Committee. The committee shall review and make recommendations to the CHRO as to the effects of:

1. Appropriate job classification and salary range for all new positions.
2. Reclassification of current positions including recommendation of new job title, salary, and clarifications regarding the content of the classification specification.
3. Any proposed changes of hours and/or months of service.
4. Transfers and reassignments of administrative and/or certificated personnel that result in a transfer or change of a classified employee's position must be submitted to the Classification/ Reclassification Committee prior to the proposed transfer or change.

### **9.3      Procedure**

#### **Reclassification**

Reclassification requests for all positions may be submitted from November 1 through January 31, in order to be effective for the next fiscal year.

If the duties of a particular position change significantly, further analysis will be necessary to determine whether the position should be given another title for a different placement in the salary structure.

Requests for reclassification shall be processed through the Human Resources Office. The Human Resources Office shall develop procedures related to the reclassification process and disseminate new or revised information to all bargaining unit members.

Requests for reclassification may be made by the immediate supervisor or by a permanent employee. If the immediate supervisor denies the reclassification request, the employee has the right to proceed to the next level, i.e. Vice President.

If the appropriate Vice President denies the reclassification request or does not agree with the request, he/she should indicate his/her concerns in writing and forward the request to the (CHRO).

The Classification/Reclassification Committee shall then deliberate on the request and submit a recommendation to the (CHRO) on the following: new job title, new salary range (only for new positions), salary increase, no change in job title, proposed changes of hours and/or months of service, or deny the request.

The CHRO upon receiving the appropriate Vice President's and Classification/Reclassification Committee's recommendations regarding the position will approve or deny the reclassification. The CHRO, prior to approval or denial, may send the decision to the Staffing Committee for review but the Staffing Committee's recommendation shall have no binding effect on the decision of the CHRO. The employee will receive written notification from the Human Resources Office regarding the District's decision for approval or denial of the reclassification.

If the reclassification is recommended for approval by the Classification/Reclassification Committee and denied by the CHRO, the denial may be appealed to the Superintendent/President by employee or CSEA.

If the Superintendent/President denies the reclassification, he/she shall submit in writing his/her decision of denial to the CHRO, who in turn will advise the Chairperson of the Classification/Reclassification Committee. The employee will receive written notification from the Human Resources Office regarding approval or denial of the reclassification.

A denial is grievable under Article 18, Grievance Procedure, of this contract. The Classification/Reclassification Committee Chair may request to discuss the denial with the Superintendent/President and the CHRO.

Reclassified employees will not serve a probationary period and will be placed on the same salary step and/or longevity as held in the previous classification.

Every effort shall be made to process reclassification requests within a thirty (30) work day time frame.

The effective date of reclassification shall be July 1 of the year following the fiscal year in which the request was approved. All reclassifications must receive the approval of the Board of Trustees.

## New Job Classifications

Classification requests occur on an ongoing basis.

The Classification/Reclassification Committee shall process classification requests within thirty (30) calendar days.

The Classification/Reclassification Committee shall deliberate on the request and submit a recommendation to the CHRO on the following: new job title, new salary range, salary increase, no change in job title, proposed changes of hours and/or months of service, or deny the request without prejudice to the rights of the association to bargain the matter in accordance with the law.

The parties agree to establish a joint committee of CSEA and Management representatives to review the current Reclassification Article/Process. The parties agree to develop a recommendation of a framework for an updated process to the parties respective bargaining teams no later than the 2018/2019 school year, at which time the parties mutually agree to reopen this article to negotiations.