**Request for Consideration of Position Reclassification Procedures**

**Reclassification Process:** The reclassification process will be an annual, collaborative process between the ASSOCIATION and the DISTRICT utilizing the Reclassification Committee. Requests must be submitted November 1st - December 1st to be reviewed during the month of February as stated in section 16.3.4.4 of this article.

**Step 1:** Reclassification request must be submitted to Human Resources

**Step 2:** Upon receipt of the request, the Office of Human Resources will date stamp the request prior to forwarding a copy to the unit member’s immediate supervisor. The ASSOCIATION and the unit member shall receive a copy.

**Step 3:** The immediate supervisors will provide his/her within fifteen (15) working days. The ASSOCIATION unit member shall receive a copy.

**Step 4:** Reclassification review by the committee shall occur during the month of February.

1. If requested, a unit member shall have a personal interview with the Reclassification Committee.
2. Human Resources will notify the unit member(s) of decision in writing within ten (10) working days at the conclusion of the committee.

**Step 5:** Reconsideration/Appeal Process shall be within fifteen (15) working days after the unit member is informed of the committee’s decision. The unit member has the right to appeal in writing to the Chancellor within fifteen (15) working days of the committee’s finding. The Chancellor shall notify the unit member and the Reclassification Committee in writing within thirty (30) working days of his/her decision, which shall be final.

**Step 6:** All approved reclassification recommendations shall be submitted for Board Agenda no later than the June Board meeting.

When a position is reclassified, the incumbent in the position shall be entitled to serve in the position.

**Salary of Position Reclassification:** The salary of a unit member in a position that is reclassified shall be determined as follows:

1. If a position is reclassified to a classification having the same salary range (reclassification – lateral), the salary and anniversary date of the unit member shall not change.
2. If a position is reclassified to a classification having a higher salary range (reclassification – upward), the unit member shall be placed on the appropriate salary range of their new classification which would result in no less than a five (5%) percent increase over the current salary, except if the new placement is at the highest step. The anniversary date of the unit member shall be the date on which the reclassification request was submitted.

Reclassification recommendations are subject to the approval of the Chancellor. Final determination shall be documented in the form of a memorandum of understanding and shall be subject to all approval processes.

The effective date of the reclassification shall be the date the application was stamped received by the DISTRICT.

**Placement in Classification and Range**

Every bargaining unit member shall be placed in a classification and range in the classified service.

**Classification and Reclassification Requirements**

Position classification and reclassification shall be subject to mutual agreement between the DISTRICT and the ASSOCIATION.

Either party may propose a reclassification for any position at any time during the life of the Agreement.

**IMMEDIATE SUPERVISOR’S STATEMENT**

*(To be completed by employee’s immediate supervisor)*

Please attach a copy of agency/division organizational chart with this questionnaire.

1. Is this a newly budgeted position?  Yes  No If so, please indicate the date of approval:
2. Has the volume of work changed significantly?  Yes  No If yes, please explain: N/A
3. If duties have been deleted, what are they, and to which position(s)/classification(s) have they been assigned? N/A
4. If new duties have been added, what are they, and which position(s)/classification(s) performed them previously? N/A
5. What classification do you recommend for this position? N/A
6. Aside from the above, are there other reasons (not compensation) why the current classification is no longer appropriate for this position?  Yes  No Please explain: N/A
7. Are there other positions whose duties and responsibilities appear to be equivalent? N/A
8. Are the changes in the position’s duties/responsibilities due to reorganization? If so, please describe: N/A
9. What is the next lower and higher classification in the normal career progression for this job?

Lower: N/A Higher: N/A

1. What is the normal training period for new employees to reach full performance?       years       months
2. Please provide other relevant information (other than compensation factors) to justify or clarify the reason for requesting the reclassification/re-evaluation study of this position. N/A

**SUPERVISOR’S REVIEW FOR ACCURACY:** I have reviewed and discussed the contents of this position description with the employee. Except for the items noted below, I find the questionnaire accurate and complete.

**IMMEDIATE SUPERVISOR’S COMMENTS:** N/A

**Immediate Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**      

**Vice President Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**      