

ARTICLE 19: CLASSIFICATION, RECLASSIFICATION AND ABOLISHMENT OF POSITIONS

19.1 Definitions

Class: A group of positions sufficiently similar in duties and responsibilities that the same descriptive title may be assigned to designate each position allocated to the group.

Classification: That action of placing a position into a "Class." Classification means that each position in the classification shall have a designated title, minimum qualifications, and placement of the appropriate salary schedule. Each position in the classified service shall have regular minimum number of assigned hours per day, days per week, and months per year.

Reclassification: In accordance with Education Code Section 88001 (f) "Reclassification" means the upgrading of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in that position or because of a reorganization that alters the prescribed duties for the position.

Reorganization: Moving work and/or positions from one department to another which results in a restructuring and/or reclassification of positions.

19.2 Placement in Class - Every Bargaining Unit position shall be placed in a class.

19.3 Individual Classification and Reclassification Requirements - Position classification and reclassification shall be subject to mutual input between the District and SCCDAA.

19.3.1 An employee, their supervisor, or another manager higher in their chain of command, SCCDAA, or the cognizant Assistant Superintendent Vice President (or designee) may initiate a request for a consultation to determine whether reclassification of the incumbent is necessary.

19.3.2 **Process.** A request for reclassification shall be filed in writing with the Human Resources Division. An email is considered to be "in writing." Upon receipt of the request, the Human Resources Division shall provide the incumbent with a Position Description Questionnaire (PDQ) to complete and turn in. Should the incumbent fail to turn in the PDQ, no further action will be taken. For management-initiated reclassifications, the supervisory sections of the PDQ must be filled out, signed, and filed in writing with the designated Director in Human Resources.

19.3.3 **Time Period.** When the completed PDQ is submitted to the Human Resources Division, it will be officially logged in as of that date and confirmation of receipt will be provided to the incumbent employee. An email from the Human Resources Division to the incumbent is considered an acceptable receipt.

19.3.4 Review. After receiving the incumbent's PDQ, the Human Resources Division shall provide a copy of same to the incumbent's supervisor within five (5) working days for their comments, additional information, and concurrence (or lack thereof) of the employee's request for reclassification. After the immediate supervisor's commentary is completed, it will be submitted "up the chain" to the supervisor's supervisor (if applicable) and all intervening managers for their review and commentary, up to and including the cognizant Vice President. Each level of this management review will be completed within five (5) working days. Should a review not be completed within the five (5) working days, and if, in the judgment of the Assistant Superintendent Vice President of Human Resources (or designee), the management review is excessively dilatory (a period which exceeds ten (10) working days, the process will automatically move forward to the next level supervisor.

19.3.5 Independent Analysis. Upon completion of the management review, the Human Resources Division shall provide the PDQ, additional, and supplemental information, management commentary, and other relevant data to the District's independent classification consultant. The consultant shall use their independent judgement, prior experience, and general expertise to evaluate the information supplied. The consultant's review shall consider internal comparison/alignment with other management positions. The consultant may include an external review of like positions, seek additional information from the incumbent, supervisor, other managers, and other employees to answer questions, clarify issues, and provide additional information as the consultant deems necessary to complete the review. The incumbent and respective administrator(s) are required to fully participate in this process. Failure of the incumbent to fully participate will render the application denied without the opportunity to resubmit until the two year period (as referenced below) has elapsed. The participation of the supervisor and other employees will, if necessary, be compelled by the Assistant Superintendent Vice President for Human Resources.

19.3.6 Recommendation. The independent consultant may find that reclassification is justified or not justified and will report same. If a finding of reclassification is justified, the consultant will further recommend placement in an existing classification or, if no such classification exists, a new classification including a draft job description.

If the incumbent does not agree with the consultant's recommendation, they may choose to submit a written request for appeal to the Reclassification Appeal Committee within ten (10) working days. The Reclassification Appeal Committee consists of the Assistant Superintendent Vice President of Human Resources (or designee), the SCCDAA President (or designee) and the independent classification consultant. A meeting with the employee and the committee shall be scheduled

within fifteen (15) working days. After meeting with the appellant, the Reclassification Committee shall, within fifteen (15) days, provide a written response to the appeal which will be distributed to the employee, their supervisor, and other managers in their chain of command. The committee's response to an appeal shall be final and not subject to grievance.

If as a result of this process, a position is recommended for placement into a new job classification (i.e., new job description), SCCDAA and the District will meet and negotiate the proposed job description and salary range prior to being recommended for approval by the Governing Board. The recommendation shall be made to the Superintendent/President and, if approved by same, be submitted to the Board of Trustees for adoption.

Whether in the original or upon appeal, if the recommendation is for reclassification, the effective date of the reclassification submitted to the Board of Trustees shall be retroactive to the date the PDQ was submitted by the incumbent employee. If employees have received additional duties pay, pursuant to Article 5.10, for completion of work made permanently assigned through reclassification, the reclassification effective date will not be retroactive. In the instance that the salary placement exceeds additional duties pay, the difference shall be retroactive pursuant to timelines outlined above and in Article 8.6.

19.3.7 Limit on Requests. An employee may only submit a reclassification request once every two years. Their supervisor, higher managers, and the Assistant Superintendent Vice President of Human Resources (or designee) may submit any number of reclassification requests.

19.3.8 Campus or District-wide Classification Studies. Nothing herein prohibits the District from submitting a group of same or similarly classified employees or all employees so classified to the independent consultant for review and recommendation. Such "global" class studies may only be initiated by the Assistant Superintendent Vice President of Human Resources (or designee) and shall proceed according to the foregoing procedures outlined herein. In this instance, the date of retroactivity, if relevant, shall be the date upon which the last PDQ is turned in by an employee included in the global study. Pursuant to Article 5: Workload and Assignments, all job descriptions and salary placements shall be reviewed at least once every five (5) years.

19.3.9 Applicability of Reclassification Recommendations and Actions. When any reclassification request is submitted, the Assistant Superintendent Vice President of Human Resources (or designee) may, in their judgment, broaden the scope of the desk audit to include other employees in the same or similar classifications working at the same site or working in concert for a majority of their work duties. In this event, other such included employees will be required to fill out PDQs, but

the retroactive date shall be the date of the original requesting employee incumbent turns in the PDQ. Nothing in this article states, requires or implies that a reclassification recommendation based on the audit of a given employee or small group of closely related employees, as defined in the prior paragraph, be extended to other District employees in the same or similar classes working in other departments or at other sites. Reclassification recommendations are to be construed narrowly to apply only to those making the request and/or those subsequently included in the same reclassification review by the Assistant Superintendent Vice President of Human Resources (or designee).

19.4 **New Positions or Classes of Positions** - All newly-created positions or classes of positions shall be designated by the District. The District shall discuss with SCCDAA whether the designated positions fall within the Bargaining Unit or not. Any disputes over the District's designation of newly-created positions or classes of positions may be challenged by SCCDAA through the Public Employment Relations Board.

19.5 **Incumbent Rights**

19.5.1 When an entire class of positions is reclassified, the incumbents in the positions shall be entitled to serve in the new positions.

19.5.2 When a position or positions less than the total class is or are reclassified, incumbents in the positions who have been in the positions for six (6) months or more shall be reallocated to the higher class. If an incumbent in such a position has not served in that position for six (6) months or more, then the incumbent shall be subject to the lateral transfer and promotion provisions of this Agreement.