

RECLASSIFICATION: HIGH LEVEL SUMMARY FOR EMPLOYEES

The employee-initiated reclassification process, follows a formal, step-by-step procedure intended to ensure fairness and a timely decision. While the process has limits (like the two-year waiting period between individual requests) and specific submission windows, the inclusion of an independent consultant, clear timelines, a structured appeal process, and requirements for written communication and justification are all components designed to promote a more transparent and efficient evaluation of your reclassification request based on the gradual increase of your duties.

- Structured Initiation and Tracking:
 - The process begins with *you* initiating the request by completing and submitting a Position Description Questionnaire (PDQ) in writing to Human Resources. Submitting the PDQ formally logs your request with an official date and time, providing a clear starting point.
- Clear Submission Window and Volume Control:
 - Individual requests are accepted during a specific, limited window each year (July 1st to July 31st) and are capped at 15 requests. This defined period and limit help manage the volume, which can contribute to a more predictable and efficient review process for those requests that are accepted. Requests are handled on a "first come first serve basis" within this window.
- Defined Initial Review Timeline:
 - Human Resources is required to review your submission for completeness and notify you within six (6) business days if your request is one of the 15 being considered. If the PDQ is incomplete, you are given a clear, short deadline (three business days) to resubmit, ensuring the process moves forward or is clearly stopped if the required information isn't provided promptly.
- Independent Evaluation:
 - A crucial step involves an independent classification consultant reviewing your position. This external consultant uses their expertise and judgment to evaluate the information. This step introduces an objective viewpoint outside of internal management structures, aiming to reduce potential bias and increase confidence in the impartiality of the evaluation.

- Employee Participation is Key:
 - The process requires your full participation during the consultant's analysis; the consultant may seek additional information directly from you. Your input is necessary for a complete review, and critically, failure to participate means your request will be denied.
- Clear Timelines for Decisions:
 - There are defined timeframes for subsequent steps: the consultant must render a decision within ninety (90) working days after receiving all information, and Human Resources must send you a findings memo with appeal instructions within thirty (30) working days of receiving the consultant's decision. These timelines set clear expectations for when you will receive updates and results.
- Formal Appeal Process:
 - If you disagree with the initial decision, a formal appeal process is available. You can submit a written appeal within ten (10) working days, detailing your reasons for disagreement. This leads to a meeting with Human Resources and the CSEA President (or designee) within thirty (30) days. This structured opportunity allows you to present your case with union support.
- Written Final Response and Rationale:
 - Following the appeal meeting, Human Resources provides a written response within thirty (30) days. If your position is not reclassified, you can request a report stating the primary reasons for the decision. This written communication and explanation of the rationale contribute to transparency.
- Retroactive Effective Date (If Reclassified):
 - If reclassification is approved (either initially or after appeal), the effective date is made retroactive to the first of the month following the date your original PDQ was received in Human Resources. This ensures that if your duties have justified a reclassification, your compensation adjustment reflects this from near the beginning of the formal review process.