

RECLASSIFICATION FAQs

What is the difference between "classification" and "reclassification"?

Classification is the initial action of placing a position into a group (Class) based on similar duties and responsibilities, assigning it a title, minimum qualifications, and salary schedule. Reclassification, on the other hand, is the upgrading of an existing position to a higher classification due to a gradual increase in the duties performed by the employee holding that position.

Who can initiate a request for a reclassification review?

A request for reclassification review can be initiated by several parties: the employee currently in the position, their immediate supervisor, a manager higher in their chain of command, or the designated Director in Human Resources.

How does an employee-initiated reclassification review request begin?

An employee must complete all relevant sections of the Position Description Questionnaire (PDQ), sign it, and submit it in writing (which includes email) to Human Resources. Further instructions and the PDQ form can be obtained from Human Resources.

Is there a specific time frame for submitting individual reclassification requests?

Yes, individual reclassification requests are accepted on a first-come, first-served basis between July 1st and July 31st of each year. There is a limit of 15 individual requests that will be considered during this window.

What happens if multiple individual reclassification requests are received within the same classification during the submission window?

If multiple individual reclassification requests are received from employees within the same classification during the July 1st to July 31st window, they will be removed from the individual process and considered as a group reclassification study, which follows a different process outlined in provision 14.4.

What is the role of the independent consultant in the reclassification process?

After the management review is complete, the Human Resources Department provides all relevant information to a designated classification consultant. The consultant independently evaluates the information, may seek additional details, and renders a decision within ninety (90) working days on whether reclassification is justified. If justified, they recommend placement in an existing classification or propose a new one with a draft job description.

How can an employee appeal a reclassification decision?

A unit member can submit a written request for appeal to Human Resources within ten (10) working days of receiving the findings memo. The appeal must include a detailed statement explaining the reasons for disagreement and whether the employee requests the consultant's participation in the appeal meeting. Human Resources will hold a meeting with the employee and a CSEA representative, and then provide a final written response within a set timeframe.

What is the effective date of a reclassification if approved?

If a reclassification is approved, either through the initial process or upon appeal, the effective date is retroactive to the first of the month following the date the Position Description Questionnaire (PDQ) was initially received in Human Resources.