CSEA RECLASSIFICATION PROCESS

The employee-initiated reclassification process, follows a formal, step-by-step procedure intended to ensure fairness and a timely decision.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Employee Submits Request	Initial HR Review	Management Review	Classification Analysis	HR Review & Findings	Acceptance or Appeal
Submit a completed Position Description Questionnaire (PDQ) to Human	Employee will be notified whether submission accepted by HR. If PDQ is incomplete, HR will notify employee to correct and resubmit. Late or incomplete submissions will not move forward.	HR sends PDQ to employee's supervisor for feedback and input before sending to independent consultant.	Reviews the PDQ and any other necessary information; Employee and supervisor may be interviewed/ asked to provide additional	Decision presented to employee, union, leadership, and requires Governing Board approval	Results are accepted by employee OR o Employee submits an appeal form to HR.
Resources between July 1 – July 31. First 15 completed and signed requests					If decision is overturned by appeal, next steps will continue on timeline as approved.