

FAQ



How do I submit a CSEA reclassification?

Visit our [Human Resources page](#). Under [Bargaining Agreements & Employee Handbooks](#). For CSEA, refer to [Article XIV](#).



What Document do I submit?

Download the Position Description Questionnaire (PDQ) from the Human Resources Page. Found in the Miscellaneous tab in the Employee Resources section.



What are the Reclassification Steps?

- Complete and submit PDQ to HR within the Reclassification time period: July 1st through July 31. A maximum of 15 PDQs accepted on a first come first serve basis.
- HR will review for completeness & notify unit member within 6 business days, if their reclassification is one of the 15 accepted.
- HR will route to supervisor/manager, up to and including cognizant VP (each with maximum 10-day review).
- HR will forward PDQ and supplemental attachments to Consultant for evaluation (Review within maximum 90 days, to meeting with incumbent and/or supervisor, if necessary).
- Within 30 working days of receipt of consultant decision, HR will review and analyze findings and inform incumbent and supervisor of decision with instructions to accept or appeal.
- If unit member accepts, reclassification will go to Governing Board for approval



Can I Appeal the decision?

Incumbent may request an appeal within 10 working days of receiving findings. HR will hold appeal meeting within 30 days of receipt of appeal. HR will respond with decision no later than 30 days after appeal meeting.

FAQ



When is the effective date of my reclass?

Approved reclasses will be retroactive to the first of the month following the date of the PDQ received.



When will I see my pay?

Payroll will process all reclassifications the month they are approved. In the event the information is not received before Payroll deadline, payment will be reflected in the following months paycheck.



How often can I submit a reclass?

Reclassifications can only be submitted one every two (2) years.

