

ARTICLE XIV: CLASSIFICATION, RECLASSIFICATION, AND ABOLITION OF CLASSIFICATIONS

14.1 Definition

- 14.1.1 **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.
- 14.1.2 **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.
- 14.1.3 **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.
- 14.1.4 **Reorganization**: The process by which the College District intends to improve efficiency and operations by reviewing positions to best support the College District and may result in new classifications, reclassification, transfer, or moving work and/or positions from one department to another which results in a restructuring of positions.

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

14.3 Individual Classification and Reclassification Requirements - Position classification and reclassification shall be subject to mutual input between the College District and CSEA. Reclassifications may also take into consideration positions from other comparable college districts.

- 14.3.1 An employee, their supervisor, or another manager higher in their chain of command, or the designated Director in Human Resources may initiate a request for a reclassification review to determine whether reclassification of the position is necessary.

14.3.2 Process

14.3.2.1 Employee-initiated Reclassification review requests: all relevant sections of the Position Description Questionnaire (PDQ) must be filled out, signed, and filed in writing with Human Resources. An email is considered to be "in writing." Further instructions and guidelines, including Position Description Questionnaire (PDQ) can be obtained through Human Resources.

14.3.2.2 Management initiated reclassification review requests: Supervisors are subject to the reclassification review request process outlined by Human Resources. Further instructions and guidelines, including the Position Description Questionnaire (PDQ) can be obtained through Human Resources.

- 14.3.3 **Time Period** – Reclassification requests shall be submitted for consideration on a first come first serve basis between July 1st and July 31st not to exceed 15 individual requests annually. Unit members requesting an individual

reclassification shall complete and submit to Human Resources a Position Description Questionnaire (PDQ) within the designated time frame. All sections of the PDQ, in accordance with established guidelines, must be completed for full consideration. When the incumbent submits their PDQ to Human Resources, it will be officially logged in as of that date and time. Time limits hereunder may be lengthened in any particular case only by request and/or agreement by the unit member.

- 14.3.3.1 If multiple individual reclassifications are received from Unit members within the same classification and within the reclassification window listed above, they will be removed from this process and considered a group reclassification study. Group reclassification review requests are subject to the process outlined in provision 14.4.

- 14.3.4 **Review** - After receiving the incumbent's PDQ, Human Resources shall review for completeness and notify all incumbents if they are one of the 15 individual requests for reclassification within six (6) business days. If the incumbent's PDQ is found to be incomplete, Human Resources shall return the document to the employee(s) to complete and resubmit within three (3) business days. No further action will be taken and the incumbent shall wait until the next open time frame to submit the PDQ if submitted incomplete or past the designated time frame. Human Resources shall route the document to the incumbent's supervisor and subsequently to all intervening managers for their review and commentary, up to and including the cognizant Vice President. All levels of this management review will be completed in a timely manner. If, in the judgment of the designated Director in Human Resources, the management review is excessively dilatory (a period which exceeds ten (10) working days), they may truncate the management review and send the PDQ and supplemental information directly to the independent analysis step.

- 14.3.5 **Independent Analysis** - Upon completion of the management review, the Human Resources Department shall provide the completed PDQ, additional and supplemental information, management commentary, and other relevant data to the College District's designated classification consultant (the "Consultant"). The Consultant shall use their independent judgment, prior experience, and general expertise to evaluate the information supplied. The consultant may 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 leave to resubmit until the two (2) 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. After all documentation and information have been provided, the Consultant shall render a decision within ninety (90) working days.

- 14.3.6 **Human Resources Review** - Upon receipt of the decision from the Consultant, Human Resources will analyze the findings and review for process compliance. Human Resources shall send to the employee and their supervisor, a findings memo and instructions to appeal, no later than thirty (30) working days from receipt of the decision from the Consultant.

14.3.7 **Recommendation** - The independent Consultant may find that reclassification is justified or not justified and will report the same. If a finding of reclassification is justified, the Consultant will further recommend placement in an existing classification or, if no such classification exists, recommend a new classification, and provide a draft job description within a reasonable period, not to exceed forty-five (45) working days.

14.3.8 **Appeal** – The reclassification-initiating unit member may submit a written request for appeal to Human Resources within ten (10) working days of the findings memo. Such an appeal shall include a detailed statement by the unit member indicating their reasons for disagreement with the classification review decision and whether or not the unit member is requesting that the Consultant participate in the appeal meeting. The unit member may provide a copy of such an appeal to their immediate supervisor. Human Resources shall hold a meeting with the unit member and the CSEA President (or designee) no later than thirty (30) days after the classification appeal filing. Unavailability of the affected unit member or CSEA representative shall extend these timelines by an equivalent number of days. Human Resources shall respond in writing to the unit member no later than thirty (30) days after this meeting with the unit member. Such a response shall be final and not subject to grievance. Upon request of a unit member whose current classification is determined to be appropriate, the unit member shall receive a report stating the primary reasons for the classification decision.

14.3.9 **New Classification** - If as a result of this process, a position is recommended for placement into a new job classification (i.e., new job description), CSEA and the College 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 Executive Leadership Team and, if approved by same, be submitted to the Board of Trustees for adoption.

14.3.10 **Effective Date** - Whether in the original or upon appeal, if the recommendation is for reclassification, the effective date of the reclassification submitted to the Governing Board shall be retroactive to the first of the month following the date the PDQ was received in Human Resources.

14.3.11 **Limit on Requests** – A unit member may only submit a reclassification request once every two (2) years. Their supervisor, higher managers, and the designated Director in Human Resources may submit any number of reclassification requests.

14.4 **College District-wide Job Family Reclassification Studies** - Nothing herein prohibits the College District from submitting a group of same or similarly classified employees (job family) or all employees so classified to the independent Consultant for review and recommendation. Such class studies may only be initiated by mutual agreement between CSEA and the College District. The designated Director in Human Resources shall proceed according to the foregoing procedures outlined herein.

14.4.1 The College District and CSEA will meet prior to October 1st of each fiscal year to discuss feasibility and/or affirm which job families will be reviewed for the reclassification review process. Individual reclassification requests for positions in job families being studied shall not be accepted.

14.4.2 The effective date of any resulting reclassification shall be the first of the month following the date upon which the last PDQ is turned in by an employee included in

the job family reclassification study.

14.4.3 The timeline for implementation, including guaranteed funding, and the impact to individual reclassification studies shall be negotiated with each job family reclassification study undertaken. When a reclassification study is conducted for a job family, both parties mutually agree not to accept new reclassification requests for individual employees within the job family that is being reviewed. Any individual request previously submitted for reclassification within a job family that will be reviewed, shall be absorbed into the job family review and not proceed as an individual reclassification.

14.5 **Applicability of Reclassification Recommendations and Actions** - When any reclassification request is submitted, the designated Director in Human Resources 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 incumbent submit 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 College 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 desk audit by the designated Director in Human Resources.

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

14.7 **Incumbent Rights** - When an entire class of positions is reclassified, the incumbents in the positions shall be entitled to serve in the new positions. Those incumbents who are on probationary status at the time of reclassification shall continue their probationary period without having to serve additional probation.