

## **ARTICLE 19: CLASSIFICATION, RECLASSIFICATION AND ABOLISHMENT OF POSITIONS**

### **19.1 Definitions**

**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.

**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.

**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 or because of a reorganization that alters the prescribed duties for the position.

**Reorganization:** Moving work and/or positions from one department to another which results in a restructuring and/or reclassification of positions.

### **19.2 Placement in Class** - Every Bargaining Unit position shall be placed in a class.

### **19.3 Classification and Reclassification Requirements** - Position classification and reclassification shall be subject to mutual input between the District and SCCDAA.

19.3.1 An employee, their supervisor, or another manager higher in their chain of command, SCCDAA, or the cognizant Assistant Superintendent Vice President (or designee) may initiate a request for a consultation to determine whether reclassification review of a position is necessary.

#### **19.3.2 Process.**

19.3.2.1 **Employee-Initiated Requests:** Employees may submit reclassification review requests by completing all relevant sections of the Position Description Questionnaire (PDQ). The complete PDQ must be submitted directly to Human Resources for review. Further instructions and guidelines, including the PDQ, can be obtained through Human Resources.

19.3.2.2 **Management-Initiated Requests:** Managers may submit reclassification review requests by completing relevant sections of the PDQ. The complete PDQ must be submitted directly to Human Resources for review. Such requests must carry the support of the cognizant Vice President and shall not substitute employee-initiated requests. Should the manager fail to turn in the

PDQ timely, incomplete, or without the support of their Vice President, no further action will be taken.

**19.3.3 Time Period.** Reclassification requests shall be submitted for consideration on a first come first served basis between July 1<sup>st</sup> and July 31<sup>st</sup> not to exceed ten (10) individual employee requests. Unit members requesting an individual reclassification shall complete and submit to Human Resources a 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 with mutual agreement between SCCDAA and Human Resources.

**19.3.3.1** In the event that an employee and a manager both initiate review requests for the same incumbent, those requests shall be merged into one (1) request by combined PDQ and shall be considered management-initiated.

**19.3.4 Review.** After receiving the incumbent's PDQ, Human Resources shall review for completeness and notify all incumbents if they are one (1) of ten (10) individual requests for reclassification within six (6) business days. An email or electronic confirmation from Human Resources to the requestor is considered acceptable acknowledgement.

Human Resources shall route the document to the incumbent's supervisor and subsequently to all intervening managers for their review and comments, 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 Human Resources, the management review is excessively dilatory (a period which exceeds ten (10) working days), Human Resources may truncate the management review and send the submitted PDQ and supplemental information directly to the independent analysis step.

**19.3.4.1** If the PDQ is found to be incomplete, Human Resources shall return the document to the requestor 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.

**19.3.5 Independent Analysis.** Upon completion of the management review, Human Resources shall provide the PDQ, additional, and supplemental information, management commentary, and other relevant data to the District's classification consultant ("Consultant"). The Consultant shall use their independent judgement, prior experience, and general expertise to evaluate the information supplied. The Consultant's review shall consider internal comparison/alignment with other management positions. The consultant may include an external review of like

positions, 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 Consultant review is to be completed within one hundred eighty (180) calendar days. The timeline is to be monitored by the Assistant Superintendent Vice President of Human Resources (or designee). 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 the opportunity to resubmit until the two-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 of Human Resources (or designee).

**19.3.6 Human Resources Review** Upon receipt of the decision from the Consultant, Human Resources will analyze the finding and review for process compliance. Human Resources shall send the following 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.

**19.3.7 Recommendation.** If a finding of reclassification is justified, the Consultant will further recommend placement in an existing classification or, if no such classification exists, a new classification including a draft job description.

**19.3.7.1** If as a result of this process, a position is recommended for placement into a new job classification (i.e., new job description), the District will notify SCCDAA and the District may meet and negotiate the proposed job description and salary range prior to the reclassification findings being presented to the employee. This discussion shall occur no more than thirty (30) working days from the date of the findings memo. The District's recommendation shall be made to the Superintendent/President and, if approved, be submitted to the Board of Trustees for adoption.

**19.3.8 Appeal** Employee-initiated requests may be appealed. 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 shall provide a copy of such an appeal to their immediate supervisor. Human Resources shall hold a meeting with the unit member and the SCCDAA President (or designee) no later than thirty (30) days after the classification appeal filing. Unavailability of the affected unit member or SCCDAA representative may, upon written request and mutual agreement, extend these timelines by an equivalent number of days. Whether approved or denied, Human Resources shall

respond in writing to the unit member no later than thirty (30) days after the appeal meeting. Such response shall be final and not subject to grievance.

**19.3.9 Effective Date** Whether in the original or upon appeal of an employee-initiated request, if the recommendation is for reclassification, the effective date of the reclassification submitted to the Board of Trustees shall be retroactive to August 1<sup>st</sup>. If employees have received additional duties pay, pursuant to provision 5.10, for completion of work made permanently assigned through reclassification, the reclassification effective date will not be retroactive. In the instance that the salary placement exceeds additional duties pay, the difference shall be retroactive pursuant to timelines outlined above and in provision 8.6.

**Limit on Requests.** An employee may only submit a reclassification request once every two (2) years. Their supervisor, higher managers, and cognizant Assistant Superintendent Vice President may submit any number of reclassification requests. Unit members in their positions for less than one (1) year shall not be eligible to submit for a reclassification. The Assistant Superintendent Vice President of Human Resources (or designee) may initiate a reclassification review request at any time based upon business necessity.

**19.4 Campus or District-wide Classification Studies.** Nothing herein prohibits the District from submitting a group of same or similarly classified employees or all employees so classified to the independent consultant for review and recommendation. Such “global” class studies may only be initiated by the Assistant Superintendent Vice President of Human Resources (or designee) and shall proceed according to the foregoing procedures outlined herein. In this instance, the date of retroactivity, if relevant, shall be the date upon which the last PDQ is turned in by an employee included in the global study. Pursuant to Article 5: Workload and Assignments, all job descriptions and salary placements shall be reviewed at least once every five (5) years.

**19.4.1 Applicability of Reclassification Recommendations and Actions.** When any reclassification request is submitted, the Assistant Superintendent Vice President of Human Resources (or designee) 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 employee incumbent turns in 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 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 reclassification review by the Assistant Superintendent Vice President of Human Resources (or designee).

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

19.6 **Incumbent Rights**

When an entire class of positions is reclassified, the incumbents in the positions shall be entitled to serve in the new positions.

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19.6.2 When a position or positions less than the total class is or are reclassified, incumbents in the positions who have been in the positions for six (6) months or more shall be reallocated to the higher class. If an incumbent in such a position has not served in that position for six (6) months or more, then the incumbent shall be subject to the lateral transfer and promotion provisions of this Agreement.

Signed on behalf of the  
Southwestern Community College District  
Administrators' Association (SCCDAA)

Signed on behalf of the  
Southwestern Community College District  
(College District)

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Daniel Fitzgerald, President

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Angela Riggs, Assistant  
Superintendent/Vice President,  
Human Resources