

### RECLASSIFICATION PROCESS FOR LOCAL 1 UNIT POSITIONS

1. Reclassification is the upgrading of a position to a higher classification as a result of the gradual increase of duties being performed by the incumbent in that position.

The Reclassification Process for Unit Positions provides a formal process for employees to bring forward issues related to working outside their job classifications.

2. Basic criteria guidelines for determining the validity of requests are established by the Reclassification Committee.

The Reclassification Committee shall be comprised of the Local 1 Business Agent (or designee), Local 1 College Unit President, three other unit employees selected by Local 1, Director of Human Resources (or designee), a Human Resources staff member, and the College Business Managers.

3. Each November training workshops will be offered to unit employees explaining the process and how to complete the job analysis questionnaire. Employees must attend this training prior to submitting their request for reclassification. Managers and supervisors are encouraged to attend the training session.

4. Completed job analysis questionnaires must be received in the District Human Resources Office by January 15<sup>th</sup>.

5. District Human Resources will send the completed job analysis questionnaire to the appropriate managers for input and return by February 15<sup>th</sup>.

6. The Reclassification Committee will convene the last week in February to review reclassification requests. The District Human Resources Department will notify employees of the committees' decision. The decision of the Reclassification Committee is final. The employee may apply during the next open period.

All decisions of the committee must be unanimous. If there is no consensus, the committee shall reject the request. Requests rejected due to a lack of a unanimous decision may be appealed to the Vice Chancellor of Human Resources and Organizational Development.

7. Desk audits will be conducted in April-June for those positions designated by the Reclassification Committee. The Committee will reconvene in July to review the results of the desk audits.

8. First Level Appeal: An employee may appeal in writing to the classification specialist regarding the desk audit findings. The appeal must be filed with District Human Resources within ten working days of the receipt of the desk audit recommendation.

9. Second Level Appeal: An employee may appeal in writing to the Labor/Management Panel regarding the findings of the First Level Appeal. The appeal must be filed with District Human Resources within ten working days of the receipt of the First Level Appeal findings.

The Labor/Management Panel shall be comprised of three Local 1 representatives appointed by Local 1, a College Business Manager appointed by the District, the Director of Human Resources, and a mutually selected Human Resources professional from another public agency.

10. Third Level Appeal: An employee may appeal in writing to the Vice Chancellor of Human Resources and Organizational Development regarding the findings of the Second Level Appeal. The appeal must be filed with District Human Resources within ten working days of the receipt of the Second Level Appeal.
11. After completion of the study, the Governing Board will act on the recommendations. Some of those which are approved may involve a higher rate of pay. In these cases, the College President will pay, from operating funds, the difference between the lower and higher rate for the following fiscal year. Thereafter, the higher rate will be covered by the District's normal personnel cost procedures.
12. The change in the employee's position will be effective October 1 of the year the reclassification request was submitted for consideration in the Reclassification Process.

Public Employees, Local 1, Article 17