

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT CLASSIFIED RECLASSIFICATION PROCEDURES

Section 14.1 of the 2012-2015 C.S.E.A. Contract defines a reclassification as the “moving of a position to a different class as a result of the change of duties and/or responsibilities being performed by the incumbent in such positions.” In accordance with Contract provisions (see Article XIV), the bargaining unit may annually propose positions for reclassification. Additionally, management, within the same timelines, may propose to reclassify bargaining unit positions. When bargaining unit positions are proposed for reclassification, the Contract provides that there shall be “mutual input” between the District and C.S.E.A. (See Section 14.3).

APPLICATION PROCEDURE

Requests for reclassification shall be submitted on the District form **Reclassification Request and Questionnaire**. The form shall be accompanied by the current job description and any other material deemed pertinent to the request. Such requests should be submitted to the Human Resource Operations Office.

1. Bargaining Unit Employee-Initiated Request

Employee-initiated requests for reclassification shall be submitted to the Human Resources Operations Office after the “Employee” and “Supervisor’s Review” sections on the “Reclassification Request and Questionnaire” form have been completed **and after cognizant Vice President has reviewed.**

2. Non-Bargaining Unit Employee-Initiated Request

Non-bargaining unit employee requests for reclassification shall be submitted to the Human Resources Operations Office after the “Employee” and “Supervisor’s Review” sections of the “Reclassification Request and Questionnaire” form have been completed **and after cognizant Vice President has reviewed.**

3. Supervisor-Initiated Request

Supervisor-initiated requests for employee reclassification shall be submitted to the Human Resources Operations Office after the “Employee” and “Supervisor’s Review” sections of the “Reclassification Request and Questionnaire” form have been completed **and after cognizant Vice President has reviewed.**

REVIEW AND RECOMMENDATION PROCESS

1. Bargaining Unit Employee

- a. The Human Resources Operations Office shall accumulate all requests and submit requests to an **external** classification consultant employed by the college.
- b. The Reclassification Review Committee shall be comprised of the Director of Human Resources, the Vice President for Human Resources, the C.S.E.A. President, and a member selected by the C.S.E.A. President.
- c. The administrative appointee shall not have a direct reporting relationship to any of the employees being considered for reclassification. No committee members shall be in a position to directly benefit from any recommendations of the committee.

Non-Bargaining Unit Employee

- a. The Vice President for Human Resources shall accumulate all requests and forward to an **external** classification consultant employed by the college.
- b. The Reclassification Review Committee for non-bargaining unit positions shall be comprised of the Director of Human Resources, the Vice President for Human Resources and two (2) non-bargaining unit Classified employees selected by their unit.
- c. The administrative appointee shall not have a direct reporting relationship to any of the employees being considered for reclassification. No committee members shall be in a position to directly benefit from any recommendations of the committee.

RECLASSIFICATION PROCESS

The reclassification process shall consist of the following steps to be performed by the consultant:

1. Determine whether a request meets the definition for a reclassification.
2. Review the written **Reclassification Request and Questionnaire** form.
3. Analyze the duties of the position as presently structured.
4. Conduct interviews with employees, supervisors, and vice presidents.
5. Review comparable positions.

The consultant's preliminary recommendations for reclassification should be forwarded to the Reclassification Review Committee.

APPEAL PROCESS

After an employee is notified of the Reclassification Review Committee's recommendations, he/she may file an appeal if they do not agree with the recommendation. The Reclassification Review Committee and the consultant will hear the appeal and render a decision. The decision by the Reclassification Review Committee shall be final.

RECOMMENDATION PROCEDURES

1. The Reclassification Review Committee shall forward its recommendations to the Superintendent/President. Recommendations for reclassification require consensus of all members of the committee and shall be made within the designated timelines. The recommendations shall include a listing of those who were approved for reclassification, as well as those who were denied.
2. The Superintendent/President shall review and recommend to the Governing Board those reclassifications, which are deemed to be appropriate. **Final authority to approve reclassifications rests with the Governing Board.**