

**ARTICLE XIV: CLASSIFICATION, RECLASSIFICATION, AND ABOLITION  
OF POSITIONS**

- 14.1 **Definition** – 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.
- 14.1.1 **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 position audit to determine whether reclassification of the incumbent is necessary.
- 14.3.2 **Process** - For employee-initiated reclassifications, all relevant sections of the Position Description Questionnaire (PDQ) must be filled out, signed and filed in writing with the designated Director in Human Resources. For management-initiated reclassifications, the supervisory sections of the PDQ must be filled out, signed, and filed in writing with the designated Director in Human Resources. An email is considered to be "in writing." Please refer to Appendix F for further instructions.
- 14.3.3 **Time Period** - When the incumbent submits their PDQ to the designated Director in 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 mutual written agreement.
- 14.3.4 **Review** - After receiving the incumbent's PDQ, the designated Director in Human Resources shall provide a copy of same to the incumbent's supervisor for their comments, additional information, and concurrence (or lack thereof) of the employee's request for reclassification. After the immediate supervisor's

commentary is completed, it will be submitted “up the chain” to the supervisor’s supervisor (if applicable) and 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 PDQ, additional and supplemental information, management commentary, and other relevant data to the College District’s independent 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 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 forty-five (45) working days.
- 14.3.6 **Human Resources Review** - Upon receipt of the decision from the Consultant, the designated Director of Human Resources or designee 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 fifteen (15) 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** - If the incumbent does not agree with the Consultant’s recommendation, they may submit a written request for appeal to the Reclassification Appeal Committee within ten (10) working days of the Consultant’s final recommendation letter. The Reclassification Appeal Committee consists of the designated Director of Human Resources (or designee), the CSEA President (or designee) and the Consultant. A meeting with the employee and the Reclassification Committee shall be scheduled within fifteen (15) working days from the appeal request by the employee. Unavailability of the affected unit member or CSEA representative shall extend these timelines by an equivalent number of days.

After meeting with the employee, the Reclassification Committee shall provide

a written response to the appeal which will be distributed to the employee, their supervisor and other managers in their chain of command not to exceed forty-five (45) working days. The committee's response to an appeal shall be final and not subject to grievance.

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 date the PDQ was received in Human Resources.

14.3.11 **Limit on Requests** - An employee 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 Classification 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 and shall proceed according to the foregoing procedures outlined herein. The College District and CSEA will meet prior to December 30<sup>th</sup> of each year to discuss feasibility and/or affirm which job families will be reviewed for the classification review process. The effective date of any resulting reclassification shall be the date upon which the last PDQ is turned in by an employee included in the job family classification study. At the completion of each job family classification study, the College District shall meet to discuss the implementation of the current job family classification study. The timeline for implementation, including guaranteed funding, and the impact to individual reclassification studies shall be negotiated with each job family classification study undertaken.

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.