



Classified Employees

Reclassification Procedures

Personnel

Reclassification Procedures

Purpose

The purpose of a reclassification is to review the duties and level of responsibilities of a position.

Procedure

An employee-initiated classification review will not be conducted more than once every two fiscal years. An employee whose position is reclassified shall be ineligible for consideration of a subsequent reclassification for the same position for a period of not less than three years.

The District maintains sole discretion to determine classification.

An employee who feels that his/her duties have undergone a significant change in the kinds of duties and level of responsibility shall submit a request for review of his/her position by filling out a Position Analysis Questionnaire, available from the Personnel department.

Within 60 days of receipt of the request, Personnel shall notify the employee of receipt. A meeting will be scheduled within 60 days of notice of receipt of notification to review the employee's classification. The review may include but not be limited to –

- a. Position Analysis Questionnaire
- b. Interviews
- c. Work Observations

Within 30 days following the scheduled meeting, Personnel shall make a determination of the reclassification request. Reclassifications that are approved by Personnel will be presented to the Superintendent and will include budget impact projections. If the Superintendent concurs, the reclassification will be placed on the next available Board agenda.

Employees whose reclassification has been denied shall be notified in writing with 30 days of determination. If an employee disagrees with the Personnel's determination, he/she may, within ten days, appeal the determination directly to the Personnel Director specifically stating the reasons for the appeal.



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The Personnel Director shall refer the appeal to the Classification Appeals Board composed of two members appointed by the District and one member appointed by the respective union. However, no District employee who has performed the reclassification review may be appointed to the appeal board.

The Classification Appeals Board shall schedule a hearing at which time the District and employee will be given the opportunity to present their respective cases. Based on the testimony presented, the Appeals Board will recommend for or against the reclassification by a simple majority vote of the members. The Appeals Board's recommendation will be presented to the Personnel Director for final review.

The Personnel Director will evaluate the recommendation of the Appeals Board and the Personnel department's original recommendation. Based on this information, the Personnel Director will make a final determination of the reclassification. The final determination by the Personnel Director is not subject to any other appeals or grievance procedure.

Replaces AR 4213.2 (7/90)