

## **Personnel - Confidential & Supervisory**

### **Administrative Rules and Procedures**

#### **4213 Reclassification and Wage and Salary**

##### **1. Reclassification Procedure**

A request for reclassification may be initiated by management or by the employee. The employee must be a permanent employee and must have been performing the work, which is the basis for the reclassification request for at least six (6) months before the reclassification request. To make a request for reclassification, management or employee shall submit a request for reclassification to the Director of Human Resources and the employee's supervisor and/or manager by July 15/January 15. The request shall include:

- a. A completed reclassification request form (employee portion)
- b. A copy of the employee's current class specification (available from Human Resources Department)
- c. Any additional supporting documentation

The employee shall retain a copy of the request packet.

An employee who has applied for reclassification may not apply for another reclassification for at least two years from the date of the last reclassification request. An employee who has applied for and been denied a reclassification may not reapply unless the employee's work duties are changed and are inconsistent with the job description for the employee's classification subsequent to the denial.

##### Reclassification Consultant

The reclassification consultant will receive the reclassification packet and will review based upon the following:

- a. The completed reclassification request form
- b. Desk audit, if deemed necessary

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- c. Internal or external audits of other similar or related positions as necessary
- d. Interviews with the employee and employee's supervisor and/or manager
- e. Any other relevant information requested by the Consultant

Consultant to render a recommendation to the Director of Human Resources by October 1 for reclassification requests made on or before July 15 and April 1 for reclassification requests made on or before January 15 of any school year.

#### Decision

The Director of Human Resources will consult with appropriate College President or Chancellor and issue a reclassification decision to the employee by October 15/April 15.

Upon notification of the reclassification decision, the employee may request through the Director of Human Resources a meeting in person with the consultant to discuss the decision.

#### Appeal

An employee may appeal in writing the reclassification decision to the Director of Human Resources by November 1 and May 1 respectively. The Appeal will be heard by a Panel, which is composed of two College/District Managers appointed by the Chancellor and the Director of Human Resources. The consultant may attend and serve as resource to the Panel but does not have a vote.

Director of Human Resources will establish a meeting date between the employee and the Panel for the Appeal meeting.

The Panel will meet with the employee to receive and review additional information that the employee may wish to provide. The supervisor and/or manager may be asked to attend and address the panel.

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The Panel will render a recommendation and communicate that recommendation in writing to the Chancellor. The Chancellor will render the final decision. The Director of Human Resources will then send notification to the employee and supervisor and/or manager. If the appeal is denied, reasons will be given.

There will be no further appeals.

#### Implementation of Approved Reclassification

The reclassification application submitted July 15 and approved at the subsequent January Board of Trustees board meeting, shall be effective January 1. The reclassification application submitted January 15 and approved at the subsequent July Board of Trustees board meeting, shall be effective July 1.

Where a position is reclassified to a higher class, the employee in the position shall automatically move upward with the position being reclassified, if the employee meets the qualifications.

#### Reclassification Process Time Line

June/December	Classified Reclassification Request forms available
July 15/January 15	Reclassification applications due to Director of Human Resources and supervisor (or manager if no supervisor).
July 20/January 20	Supervisor and/or manager to complete reclassification on application form and return to Director of Human Resources.
August 1/February 1	Director of Human Resources will provide reclassification applications form to managers for review and comments.
August 15/February 15	Managers return comments regarding the application to Director of Human Resources

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August 20/February 20	Reclassification applications forwarded to Consultant
August 25/February 25	Consultant receives materials and begins job audits
September/March	Audits continue
October 1/April 1	Director of Human Resources receives Consultant's results
October 15/April 15	Director of Human Resources issues reclassification decisions
November 1/May 1	Appeals due to Director of Human Resources
November 1/May 1	Appeal process begins
December 1/June 1	Reclassification results sent to Chancellor for final decision
January/July	Board of Trustees approval of reclassification

#### **2. Wage and Salary Procedure**

A salary range review for Confidential/Supervisory Personnel shall be initiated by the District under the following conditions:

Reclassification of a Bargaining Unit job classification, per Article 14 of the Agreement between the Chabot-Las Positas Community College District and the Union, results in a salary range for the re-classed Bargaining Unit position being higher than or equal to that of the responsible confidential/supervisor.

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##### Reclassification Consultant

The reclassification consultant will receive for review positions that are affected by the issuing of reclassification decisions concerning Bargaining Unit reclassifications on October 15/April 15 of each year.

The reclassification consultant review will be based upon the following:

- a. Request from the Director of Human Resources
- b. Desk audit, if deemed necessary
- c. Internal review of reclassifications and impact upon relationship of employee salary to Bargaining Unit classifications reporting to the employee
- d. Interviews with the employee and employee's supervisor and/or manager
- e. Any other relevant information requested by the Consultant

The consultant will render a recommendation to the Director of Human Resources by November 15/May 15. The Director of Human Resources will render the recommendation in writing to the Chancellor. The Chancellor will render the final decision. The Director of Human Resources will then send notification to the employee and supervisor and/or manager.

##### Implementation of Approved Salary

The salary procedure of July 15 and approved at the subsequent January Board of Trustees board meeting, shall be effective January 1. The salary procedure of January 15 and approved at the subsequent July Board of Trustees board meeting, shall be effective July 1.

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##### **3. Reclassification and/or Salary Approval**

In the event of a reclassification and/or salary approval, the employee will be placed at the first step of the higher applicable salary range provided a minimum five percent (5%) upward adjustment over the present rate of pay occurs. In the event this does not occur, the employee will be placed on such step in the applicable new range that provides a minimum five percent (5%) upward adjustment in salary where such is possible within the designated pay range.

In the case of a reclassification, the employee will be given a new anniversary date of the effective date of the new assignment. In the case of a salary change, the employee shall retain the same anniversary date.