

Human Resources
DRAFT as of 5/29/15

BP 7232 CLASSIFICATION AND RECLASSIFICATION REVIEW

References:

Education Code Sections 88001 and 88009

- ❖ **From the current CLPCCD Policy 4229 titled Classification Plan**

Classification Plan

Upon the recommendation of the Chancellor, the Board may approve a classification change in any or all of the positions or classes of positions that are part of the Confidential and Supervisory service.

- ❖ **From the current CLPCCD Policy 4213 titled Reclassification and Wage and Salary**

The District shall maintain a fair and equitable reclassification and wage and salary system.

No employee shall be demoted or dismissed as a result of reclassification of a position or class of positions except as may otherwise be permitted by law.

Further information on classification and reclassification review for represented employees can be found in the respective collective bargaining agreement.

NOTE: The language in **black ink** is current CLPCCD Policy 4229 titled Classification Plan adopted on March 19, 1996. The language in **green ink** was added on August 12, 2013 during the review with David and Kit. Changes in **purple ink** were added by David on May 29, 2015, after consultation with Wyman and the Chancellor.

Date Adopted:

(Replaces current CLPCCD Policy 4229)

Legal Citations for BP 7232

Education Code Sections 88001 and 88009

88001. As used in this chapter the following terms mean:

(a) "Classification" means that each position in the classified service shall have a designated title, a regular minimum number of assigned hours per day, days per week, and months per year, a specific statement of the duties required to be performed by the employees in each such position, and the regular monthly salary ranges for each such position.

(b) "Permanent," as used in the phrase "permanent employee," includes tenure in the classification in which the employee passed the required probationary period and includes all of the incidents of that classification.

(c) "Regular," as used in the phrase "regular classified employee," or any similar phrase, refers to a classified employee who has probationary or permanent status.

(d) "Demotion" means assignment to an inferior position or status without the employee's written voluntary consent.

(e) "Disciplinary action" includes any action whereby an employee is deprived of any classification or any incident of any classification in which he or she has permanence, including dismissal, suspension, demotion, or any reassignment, without his or her voluntary consent, except a layoff for lack of work or lack of funds.

(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.

(g) "Layoff for lack of funds or layoff for lack of work" includes any reduction in hours of employment or assignment to a class or grade lower than that in which the employee has permanence, voluntarily consented to by the employee, in order to avoid interruption of employment by layoff.

(h) "Cause," relating to disciplinary actions against classified employees, means those grounds for discipline or offenses enumerated in the law or the written rules of a community college employer. No disciplinary action may be maintained for any "cause" other than as defined herein.

This section shall not apply to districts to which Article 3 (commencing with Section 88060) is applicable.

This section shall not apply to any district which, during the 1973-74 college year, had an average daily attendance of 100,000 or more.

88009. Governing boards shall fix and prescribe the duties to be performed by all persons in the classified service and other nonacademic positions of the community college district, except those persons employed as a part of a personnel commission staff as provided in Article 3 (commencing with Section 88060) of this chapter.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060) of this chapter.