

1 ARTICLE 19

2 CLASSIFICATION, RECLASSIFICATION AND ABOLITION OF POSITIONS

3 19.1 Process for Requesting Reclassifications: All requests for permanent reclassification shall be
4 made in accordance with this Article. Except by mutual agreement between the District and
5 CSEA all requests for changes in job description and/or classifications shall be reviewed at least
6 once a year. Requests will be considered under the following circumstances:

7 a) newly established positions;

8 b) reorganization of a department or site;

9 c) a position that has changed because of the addition of significant new job
10 responsibilities.

11 d) a position that has not been reviewed within the last five (5) calendar years.

12 19.1.1 A request for reclassification may be initiated either by the supervisor or the
13 employee. The employee's request shall be made through the supervisor who shall forward the
14 request to the Assistant Superintendent of Human Resources. All requests must be received by
15 the Assistant Superintendent of Human Resources by November 1. Detailed guidelines and
16 applications for reclassification requests for classified employees (see Appendix F) are available
17 in the Human Resources Department.

18 19.2 Procedures for Review and Appeal:

19 19.2.1 Upon receipt of the request, the Assistant Superintendent of Human Resources
20 shall meet with the review committee. The review committee shall consist of the Assistant
21 Superintendent of Human Resources or designee, two District representatives, and three
22 appointed representatives from CSEA Chapter 411. The committee will use the following for
23 consideration when developing their recommendation:

24 a) current job duties being performed;

25 b) current job description;

26 c) comparable job descriptions and pay rates at neighboring and Bay Area districts; and

1 d) any other relevant information presented to the committee.

2 19.2.2 The initiator of the request shall be informed in writing of the decision made by the
3 committee. If the request is disapproved, the employee involved will have seven (7) days to
4 request a rehearing before the committee. The request shall be submitted in writing to the
5 Assistant Superintendent of Human Resources. The request shall be reviewed again by the
6 committee.

7 19.3 Submission for Recommendation to the Superintendent and the Board:

8 19.3.1 If a majority of the committee agrees with the reclassification, it will submit its
9 recommendations to the Superintendent by February 15th. The Superintendent's
10 recommendations shall be made to the Board of Trustees in March. The Board of Trustees will
11 take action on these recommendations at the 2nd meeting in March. If the Superintendent
12 recommends it to the Board of Trustees, and the Board approves the reclassification, this action
13 shall be considered final and binding.

14 19.4 Salary Placement of Reclassified Positions: When a position or class of positions is
15 reclassified, the position or positions shall be placed on the salary schedule in a range which will
16 result in at least a two (2) range increase above the salary of the existing position or positions.

17 19.5 Temporary Change of Classification: Any employee who is required to perform duties
18 inconsistent with his/her current classification for a period of three (3) days or more in a fifteen
19 (15) day period, shall be paid at the rate of the appropriate salary step within the salary range for
20 the classification in which he/she serves, or at a five percent (5%) differential above the
21 employee's current rate of pay, whichever is greater, for the entire period of service out of
22 classification, whenever such service is in a higher classification. Any employee who is required
23 to perform duties inconsistent with his/her current classification for a period of five (5) days or
24 more in a fifteen (15) day period, shall be paid a five percent (5%) differential above the
25 employee's current rate of pay, for the entire period of service out of classification, whenever such
26 service is in an equal or lower classification.

1 19.6 Abolition of a Position or Class of Positions: If the District proposes to abolish a position or
2 class of positions, it shall discuss the proposed action with CSEA before the decision is final.

3 19.7 Existing Classification Changes by the District: When a position becomes vacant, the District
4 shall not reclassify that position without first consulting with CSEA.

5