

Reclassification Process -- Three-Year Pilot 2015-2018 Side Letter

Presented November 16, 2015

The following reclassification process is a three-year pilot program, and during this pilot period the reclassification procedures outlined in Article 10.14 Reclassification and Appendix D Guidelines for Individual Reclassification Requests will only be in effect during March of each year. Individual requests will not be considered for those positions that are scheduled for review in the current year. For those classifications that have been reviewed in the year prior to the current year, an individual may not request reclassification under Article 10.14 for two years.

The reclassification and/or job duties re-alignment process is not designed to reward individuals for their efforts and dedication, nor is it a way to address workload increases. A reclassification occurs when there are significant changes to duties, responsibilities, knowledge, skills, and abilities for the position. New technology tools do not necessarily constitute a reclassification of position title or salary range; however, new skills that require training may necessitate realignment in the skills and knowledge sections of the job description. According to Education Code 45101(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 such position.

A joint committee shall be established to determine if a position(s) within a classification warrants re-classification or realignment (realignment of a position constitutes revising the job duties description to reflect current language and functions, outdated language is eliminated, and it does not constitute a change in salary range). The District and CSEA will form a six-person committee consisting of three CSEA members (as determined by the CSEA Executive Board), and three District members (as determined by the Superintendent or designee) facilitated by the Director of Human Resources and the President of CSEA, Chapter 281. The Joint Reclassification Committee (the Committee) shall review the following classification groups accordingly:

2015-16 – Clerical/Health Clerks/ Technology Services

2016-17 – Paraprofessionals/ Business Services

2017-18 – Student Nutrition Services/ MOT

The Committee will consider the following criteria and factors in determining any changes to classification and/or job descriptions:

- Milpitas Unified School District job descriptions;
- A detailed list of job duties currently performed, knowledge and skill requirements, and level of responsibility and autonomy;
- Position Description Questionnaire, surveys, observations by Committee members, and Committee member interviews of incumbent(s); and
- Comparable job descriptions and salary ranges from districts of similar size, and with consideration of comparable state funding sources.

The Committee will conduct a one work-day session per month as determined by the Human Resources Director and CSEA president. The work-day will include a review of the criteria and factors listed above in order to limit the impact of the study on committee members' abilities to perform their own duties and responsibilities. Meetings with employees shall be held after work hours when necessary; however, at its discretion, the District may coordinate and approve classification group meetings to be held during work hours. After review of the factors for determining a reclassification, the Committee shall make one of the following recommendations:

1. The duties are consistent with the current job description; therefore, no action is required;
2. The duties are consistent with a higher classification; and the employee must either end performance of those duties outside of his/her job description, or the position must be changed to the higher classification;
3. The duties are inconsistent with any job classification, and the employee must either end performance of those duties outside of his/her job description, or create a new position and job description that may or may not constitute a change in salary range.

When the recommendation of the committee is to end performance of specific duties outside the job description, the Human Resources Department shall inform the manager of this recommendation within five work days of the committee's report to the Superintendent or designee. The Human Resources Department shall ensure that the employee ceases to perform the specific duties by April 15.

The Committee will draft a report of its recommendations to the Superintendent or designee on or before March 30th of each year.

If the Superintendent or designee approves the recommendation, the proposed reclassification shall be presented to the Board of Trustees at its second meeting in April of that year. If the Superintendent or designee declines or modifies the recommendation, the Committee shall be notified of this decision by April 15. Unit members may appeal reclassification determinations to the Committee.

If the Superintendent or designee declines or modifies the Committee recommendation, and CSEA wishes to review the evidence upon which the decision was made, CSEA shall request a conference with the Superintendent or designee in writing within ten (10) days from the designee's or Superintendent's decision. If no such conference is requested, the decision shall be final. If a conference is held, and the Superintendent or designee determines that reclassification is appropriate, the recommendation will be submitted to the Board at its next meeting. If the Superintendent or designee determines the decision was correct, the decision shall be final.

The decisions and/or recommendations under this three-year Pilot Process for Reclassification are excluded from Article 15 Grievance Procedure.

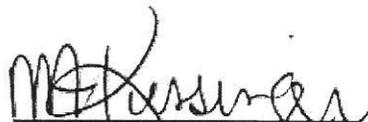
Workload increases are not a part of the reclassification/realignment process and may be addressed at the supervisory level or through Labor Management.

Sample Classification Study Day Session Agenda:

- Welcome and short team-building activity with committee members
- Understanding the job duties of three to four classifications to be studied for the day
- Review of questionnaires and surveys that have been submitted by incumbents in the classifications prior to the work day session
- Determine questions, if any, that the committee has regarding their review of the documents and focus for observations that may answer these questions
- Observations by committee members of incumbents performing their duties (this also allows time for members to ask incumbents questions while observing, as long as Q & A doesn't interfere with work)
- Reconvene and discuss what was learned from the observations
- Make preliminary decisions about classifications that are being studied for the day
 - Which classification job description(s) appropriately match the work being performed?
 - Which classification job description(s) are in need of re-alignment (updated language for example)?
 - Which classification job description(s) are in need of reclassification (duties do not match the job description)?

If a classification needs to be re-classified, input from both supervisors and incumbents must be considered in revising the job description(s) -- these may need to be revised during regularly scheduled labor management meetings.


Milpitas Unified School District
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