



Human Resource Services
1140 West Mission Road
San Marcos, CA 92069-1487

MEMORANDUM

Date: November 16, 2016

To: Classified Staff; Administrators; Confidential and Supervisory Team Employees

From: Shawna Cohen, Manager, Equal Employment Opportunity and Compliance

RE: Resumption of Classified Reclassifications Process

The District is pleased to announce that classified employees in eligible positions may once again request reclassifications in accordance with Article 10 – Classification and Reclassification of the Agreement Between the CCE and the District. A reclassification may occur when there is a gradual change in the permanent assigned duties and responsibilities of a position and/or a District reorganization. A reclassification may result in changes to a position's duties, salary grade, and/or title.

Classified employees or supervisors may initiate the reclassification process by completing a Reclassification Request and submitting it to Human Resource Services (HRS) by December 15, 2016 for consideration in the 2016-17 reclassification cycle. The effective date of any position's reclassification is July 1, 2017.

The request form and instructions are available online at www.palomar.edu/hr/files/2016/11/reclassificationrequest.pdf or may be requested from Shawna Cohen by contacting her as indicated below. Only one Reclassification Request may be submitted for a specific position within a 12-month period.

Please note that certain positions are ineligible for reclassification at this time due to ongoing classification study implementation activities. Positions in the following situations are currently ineligible:

- **Positions Excluded from the Classification Study.** Reclassification of these positions for classification study purposes is currently expected to be ratified by the Governing Board on December 13, 2016. Employees in these positions will be eligible to request reclassifications in accordance with the regular District process described above immediately after Board ratification of study-related reclassifications. The deadline for submitting Reclassification Requests will be extended accordingly to allow sufficient time to complete the form for consideration within the 2016-17 reclassification cycle.
- **Positions Selected for Reevaluation.** The reevaluation process will begin during the week of November 14, 2016. As the reevaluation process may result in reclassification of the reviewed positions, employees in these positions will be permitted to submit requests following completion of the reevaluation process and Governing Board ratification of any resulting reclassifications. Ratification of any reclassifications is currently expected at the Governing Board's March 14, 2017 meeting. The deadline for submitting Reclassification Requests will be extended accordingly to allow sufficient time to complete the form for consideration within the 2016-17 reclassification cycle.

Please contact Shawna Cohen at ext. 2608 or scohen@palomar.edu if you have questions regarding the reclassification process.

Note to administrators and supervisors: *If there are classified employees in your area that do not have access to a District email account, please print or post this memo to ensure they receive this information.*