



Human Resource Services Classified Reclassification Request

Definition of Reclassification

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.

How to Request a Reclassification

Classified employees or supervisors of classified positions may initiate the reclassification process. The Classified Reclassification Request must be completed, signed by the appropriate supervisors, and submitted to Human Resource Services (HRS) by **December 15th** of each calendar year. The effective date of any position's reclassification is **January 1st** of the fiscal year in which the request was initiated. Only one reclassification request may be submitted for a specific position within a 12-month period. This form is available on the HRS website.

Reclassification Process and Timelines

Once HRS receives a reclassification request, the District will begin the reclassification review process. The steps of this process, and required timeline for each step, is indicated below. These steps and timelines are described in detail in the CCE/District Agreement in Article 10 – Classification and Reclassification. HRS will provide periodic status updates to requesters throughout the reclassification process. The District will complete the reclassification review process within 24 weeks following December 15th of the annual reclassification cycle, or as soon as possible thereafter.

Step in the Reclassification Process	Timeline
1. The employee or supervisor submits the completed Classified Reclassification Request form to HRS.	By December 15 th
2. HRS reviews the request and accepts or denies it.	N/A
3. If the request is <u>accepted</u>: HRS sends the Classification Questionnaire to the requestor to complete and then submit to her/his supervisor. The supervisor then completes the Supervisor's Supplement and submits both the questionnaire and the supplement to HRS.	20 workdays to complete questionnaire
3. If the request is <u>denied</u>: HRS will notify the requestor that the request has been denied and will send the requestor the Classified Reclassification Request – Initial Appeal form. The requestor may either file an appeal (see description of the appeal process below) or withdraw the reclassification request. If the VPHRS* accepts the appeal, HRS will provide the Classification Questionnaire to the requestor. If the VPHRS denies the appeal, the requestor must wait until the next reclassification cycle to submit another request.	10 workdays to file appeal
4. HRS reviews the completed questionnaire and supplement, prepares a recommendation and issues it to the requestor and, if applicable, supervisor. The Classified Reclassification Appeal – Final Recommendation form will also be provided in the event that an appeal is desired.	N/A
5. If the requestor <u>agrees</u> with the recommendation: The District will forward the reclassification to the Governing Board for approval.	By July Board Meeting
5. If the requestor <u>disagrees</u> with the recommendation: The requestor may file an appeal (see description of appeal process below). The final recommendation of the VPHRS will be submitted to the Governing Board for approval if a reclassification or other changes to the position are recommended.	10 workdays to file appeal
Step in the Appeal Process	Days to Complete Step
1. Classified Reclassification Appeal form submitted by requestor to HRS.	10 workdays
2. Classified Reclassification Appeals Committee reviews appeal and issues a recommendation to the VPHRS.	20 workdays
3. VPHRS issues a final recommendation to the requestor regarding the appeal.	5 days

*Assistant Superintendent/Vice President, Human Resource Services

Questions regarding this process may be directed to HRhelp@palomar.edu.



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Requests must be submitted to Human Resource Services on or before December 15th. If you need additional space to complete any section, **you may attach additional pages up to a maximum of three additional pages.** Only requests with all sections completed and signatures present will be considered. Classified employees are responsible for submitting requests to their supervisors for review, approval, and signature.

Questions? Contact Human Resource Services at HRhelp@palomar.edu.

Current Title:	
Employee Name:	Salary Grade:
Department:	Date of Request:
Is the employee currently receiving out-of-class pay to perform expanded duties? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Describe the major changes in duties performed by the position. Explain how these changes differ from those on the District class specification for this position. Class specifications may be viewed at www.palomar.edu/hr/jdclassified .	
What, if any, changes in the department or program have resulted in the changes in duties?	
What impact would a reclassification have on the work unit? Please provide specific information. For example, will other employees be assigned duties that this position will no longer perform? Will the redistribution of duties result in a need to hire additional staff or request reclassifications of existing positions?	
Name and title of requester:	
Signatures and Approval: Disapprovals require a written explanation in the "Comments" section below.	
_____ Supervisor's Signature	_____ Date
_____ Next-Level Administrator's Signature	_____ Date
_____ Next-Level Administrator's Signature	_____ Date
Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>	
Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>	
Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>	
Supervisor's/Administrator's Comments:	