

## ARTICLE 10 - CLASSIFICATION AND RECLASSIFICATION

### 10.1 Classification Specifications (Job Descriptions)

The Superintendent/President or the Assistant Superintendent/Vice President, Human Resource Services shall exercise control and authority over the preparation and review of classification specifications (job descriptions) for all classified employees in the bargaining unit represented by CCE/AFT. This preparation and review shall include classification titles, listing of qualifications and listing of duties.

The Board retains final authority over all classification specifications including any revisions. Before final action is taken on such classification specifications, the District shall seek and consider any input from CCE/AFT.

### 10.2 New Classifications

The District will provide the CCE/AFT with a completed Position Authorization form two business days prior to the Position Authorization meeting. **Position Authorization Meetings are outlined in 6.5.1.**

The District may establish a new classification at any time. Before final action is taken on any new classification within the bargaining unit, the District shall seek and consider any input from the CCE/AFT regarding the new classification. The CCE/AFT will provide input no later than ~~15~~ **10** business days after the Position Authorization meeting. **Position Authorization and New Positions shall be reviewed at the Position Authorization meetings.**

### 10.3 Changing, Establishing and Abolishing Positions or Classifications

The District will provide the CCE/AFT with a completed Position Authorization **form** two business days prior to the Position Authorization meeting, unless mutually agreed upon.

The District may establish a new position at any time, and may abolish a vacant position at any time **with Governing Board approval. The District will negotiate the abolishment of positions with CCE/AFT in accordance with law.** If the position involves a new classification, or changes to an existing classification, the parties shall follow the procedure in Article 10.2. When the position does not involve a change to a classification the District will provide the CCE/AFT a copy of the Position Authorization **form** and the CCE/AFT may provide input.

#### 10.3.1 ~~Classification Specification Committee~~ Classification Review

~~CCE/AFT and the District will convene a Classification Specification Committee ("CSC") to be co-chaired by a CCE/AFT appointed bargaining unit member and a District appointed administrator. The CSC shall be responsible for reviewing 20% of the classified~~

~~classification specifications each fiscal year on a rotating basis. The class specifications selected each year shall be jointly agreed to by the District and CCE/AFT. Recommendations of potential classification specification changes shall be made to the CCE/AFT and District negotiations teams immediately following the review by the CSC.~~

**As positions are vacated and posted for recruitment, the District shall review the classification specification for accuracy and make updates as required to meet operational needs. CCE/AFT may select 10 classification specifications, at the beginning of each fiscal year, for review at the Position Authorization meeting.**

10.4 Reclassification

10.4.1 Purpose and Eligibility

Reclassification may be required as a result of gradual change in the permanent assigned duties and responsibilities and/or District reorganization. Temporary changes are addressed under working a unit member out of class, in accordance with Article 12.

A position held by a permanent, non-probationary classified employee may be reclassified. Probationary classified employees are not eligible to initiate a reclassification.

10.4.2 Restrictions

10.4.2.1 Increases in the volume of work shall not be the basis for reclassification.

10.4.2.2 Classifications which have been in existence for less than one year are not eligible for reclassification.

10.4.2.3 Only one (1) request within a twelve (12) month period may be submitted for a reclassification of a specific position

10.4.2.4 Pending any final action on a request for reclassification, the classified employee shall continue to perform the duties and responsibilities that prompted the reclassification request.

10.4.3 Initiation and Timeframes

An employee, supervisor, administrator, or Human Resource Services (District) may initiate a Request for Reclassification. An employee may request the assistance of the CCE/AFT in submitting the request.

There will be one (1) reclassification cycle per fiscal year. Requests must be submitted by December 15<sup>th</sup> to **the** employee's immediate supervisor. ~~It is intended that the~~ **The** annual reclassification cycle

shall be completed in a period of twenty-four (24) weeks following December 15<sup>th</sup> of each year.

## 10.5 Reclassification Review Process

### 10.5.1 Reclassification Process

Reclassifications shall be initiated through the submission of a Reclassification Request. Where an employee initiates the reclassification request, the employee must sign and route the Request to his or her supervisor to sign and ensure submission to Human Resource Services by the December 15<sup>th</sup> submission deadline.

During the reclassification cycle, the Assistant Superintendent/Vice President, Human Resource Services or designee will issue periodic updates to participating classified employees and their supervisors regarding the status of their reclassification requests.

The Assistant Superintendent/Vice President, Human Resource Services or designee shall review the completed Request.

10.5.1.1 If the Request is accepted, Human Resource Services will request the incumbent to complete a Classification Questionnaire. The employee has twenty (20) workdays to submit the Classification Questionnaire to Human Resource Services.

10.5.1.2 The incumbent shall submit the completed Classification Questionnaire to the immediate supervisor for review. The supervisor will complete the Supervisor Supplement and forward this form along with the completed Classification Questionnaire to the appropriate next level supervisor. The next level supervisor shall return the employee's Classification Questionnaire and the Supervisor Supplement to Human Resource Services.

10.5.1.3 **The reclassification submission shall be subject to a desk audit prior to a recommendation by the Assistant Superintendent/Vice President, Human Resource Services, or designee.**

10.5.1.4 The Assistant Superintendent/Vice President, Human Resource Services or designee will develop a classification recommendation and supporting materials.

10.5.1.5 The classification recommendation from Human Resource Services will be reviewed with the employee and supervisor before it is submitted to the Superintendent/President for recommendation to the Board for final decision.

## 10.6 Reclassification Implementation

When a position is reclassified, the incumbent shall be placed on the new salary range at his/her current step. Effective with the reclassification cycle commencing on and after December 15<sup>th</sup>, 2017, the effective date of the reclassification shall be January 1<sup>st</sup> of the fiscal year in which the request is submitted, regardless of the date of Governing Board approval. An incumbent will at no time be expected to reapply for his/her reclassified position. Commencing on and after December 15<sup>th</sup>, 2017, all ~~All~~ out-of-classification pay occurring after January 1<sup>st</sup> of the calendar year immediately following the year in which the reclassification request was submitted, shall be deducted from the amount of retroactive pay resulting from a successful reclassification.

## 10.7 Appeals

If the reclassification request is denied at any time during the reclassification process an employee may submit an appeal to the Reclassification Appeals Committee within ten (10) workdays of receiving notice of the denial. The Reclassification Appeals Committee shall be composed of two (2) members selected by the CCE/AFT and two (2) members selected by the District. Each member shall have one (1) vote. Within twenty (20) workdays of receiving a written appeal from an employee, the Reclassification Appeals Committee shall make a recommendation to the **Assistant Superintendent/Vice President, Human Resource Services**, who shall make the final recommendation within ~~five (5)~~ **ten (10)** workdays after receiving the recommendation of the Reclassification Appeals Committee.

(Changes will not be retroactive to the previous fiscal year)










# CCE\_ARTICLE 10\_CLASSIFICATION AND RECLASSIFICATION District Counter 10-28-22\_TA

Final Audit Report

2022-11-30

Created:	2022-11-29
By:	Maria Zapien Rangel (mzapienrangel@palomar.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhK39SI5DrIj8tj3DMKY-3srXW4pB6Gen

## "CCE\_ARTICLE 10\_CLASSIFICATION AND RECLASSIFICATION District Counter 10-28-22\_TA" History

-  Document created by Maria Zapien Rangel (mzapienrangel@palomar.edu)  
2022-11-29 - 4:46:41 PM GMT- IP address: 205.153.156.222
-  Document emailed to Anel Gonzalez (agonzalez@palomar.edu) for signature  
2022-11-29 - 4:48:08 PM GMT
-  Email viewed by Anel Gonzalez (agonzalez@palomar.edu)  
2022-11-29 - 6:04:13 PM GMT- IP address: 205.153.156.222
-  Document e-signed by Anel Gonzalez (agonzalez@palomar.edu)  
Signature Date: 2022-11-29 - 6:05:27 PM GMT - Time Source: server- IP address: 205.153.156.222
-  Document emailed to joseph.sanchez@bbklaw.com for signature  
2022-11-29 - 6:05:28 PM GMT
-  Email viewed by joseph.sanchez@bbklaw.com  
2022-11-29 - 6:52:59 PM GMT- IP address: 74.116.243.2
-  Signer joseph.sanchez@bbklaw.com entered name at signing as Josphe Sanchez  
2022-11-30 - 7:57:40 PM GMT- IP address: 74.116.243.2
-  Document e-signed by Josphe Sanchez (joseph.sanchez@bbklaw.com)  
Signature Date: 2022-11-30 - 7:57:42 PM GMT - Time Source: server- IP address: 74.116.243.2
-  Agreement completed.  
2022-11-30 - 7:57:42 PM GMT