

Article 19 CLASSIFICATION/RECLASSIFICATION

§ 19.1 Composition of the Classification Review Committee

§ 19.1.1 The Classification Review Committee (CRC) will consist of six members, three from management and three regular classified staff. There will be two co-chairs, one representing management and one representing classified. Members will serve a term of at least three years. Two (2) members (one manager and one classified) shall rotate off each year beginning in 2001-2002, with two (2) new members (one manager and one classified) being trained each year beginning 2000-2001.

§ 19.2 Direction and Methodology of the Classification Review Committee

§ 19.2.1 The Classification Review Committee will be jointly directed by the District and SEIU. All direction will be in written form and will be signed by both. All recommendations from the CRC will also be in writing, signed by both co-chairs of CRC, and will be addressed to both the District and SEIU.

§ 19.2.2 The reclassification process shall incorporate the Hay methodology to maintain equity and consistency with the comprehensive classification study that evaluated all regular classified positions in 1999-2000.

§ 19.3 Classification Review Schedule

§ 19.3.1 All regular classified positions in the SRJC District will be automatically reviewed by Group once every five years according to a set schedule. See Appendix J of a listing of positions by Group. This schedule is to start in the fiscal year 2011-2012 with Group 1 and continue without interruption. CRC will forward their recommendations to the District and SEIU at the conclusion of each yearly study. Each year, approximately 20% of the positions will be scheduled as follows:

- Group #1 Cross-component Group
- Group #2 Administrative Services
- Group #3 Business Services
- Group #4 Academic Affairs
- Group #5 Student Services

Article 19 CLASSIFICATION/RECLASSIFICATION (Continued)

§ 19.4 Classification Process and Timelines

§ 19.4.1 The subsequent steps will be followed each year in reviewing that year's designated classifications:

STEP 1: September 1st - Employees will receive from HR a packet of materials for their classification review. In that packet they will find a cover letter, a blank PDQ, and a Waiver of Participation. Employees will have one month in which to complete and submit their PDQ's. If there is no incumbent, the supervisor will complete the PDQ. If the assistance of a "coach" is desired, please call the Classified Co-Chair of CRC for a list and availability of coaches.

STEP 2: If the employee waives their right to submit a PDQ, they must sign the waiver and return it to Human Resources. In signing this waiver, the employee agrees to also waive any right to appeal the results of the review. In this case, the supervisor is directed to complete a PDQ on behalf of the employee. Sample PDQ's are available online and previous PDQ's for a position are available upon request by the incumbent or their supervisor.

STEP 3: Classification Review Committee will read the PDQ's and by January 15th, the committee will return to each employee their proposed position title and position description. Employees and their supervisors will have two weeks to respond to the committee's proposal. Each employee must return the Employee Response Form. At this time, if the employee or their supervisor is not in agreement with the committee's proposal, an appeal is requested. All requests for appeals will be honored. Appeals may include a "desk audit" where the co-chairs of the committee visit the employee's work area and seek clarification both from the employee and their supervisor. Some appeals may take longer than others to reach consensus; however, there will be only one appeal for a particular position. Once the committee, the employee, and the supervisor have reviewed all available information and a determination is made, the process will then move forward.

The CRC will not be verifying that individual employees meet the minimum qualifications for the classification they have been recommended to hold. It will be an employee's responsibility to prove their qualifications for any position they may apply for through the Transfer or Promotion process (refer to Article 14).

STEP 4: By March 15th, corrected position descriptions will be measured and assigned a grade level. Please note that the position *grade* is not open to appeal.

Article 19 CLASSIFICATION/RECLASSIFICATION (Continued)

§ 19.4 Classification Process and Timelines (Continued)

STEP 5: Results of the classification review will then be implemented effective the following July 1. In the event of significant economic hardship for the District, the District and SEIU shall meet and confer about delaying the implementation beyond July 1.

§ 19.4.2 Timelines of this process will not be subject to grievance. A summary of the yearly classification schedule and important deadlines is provided in Appendix K.

§ 19.5 Off-Schedule Reviews

§ 19.5.1 General Indications

An off-schedule review is a classification review of a position other than that provided in the normal five year review cycle. An off-schedule review is indicated when the normal requirements of a position are significantly changed by a triggering event. An off-schedule review is not meant to circumvent the regular review cycle, but is to recognize that positions do sometimes rapidly and significantly change and thus warrant a review.

For purposes of this article a “significant change” is defined to mean a change such that the existing job description is no longer representative of one or more of the following areas: knowledge, experience, skills, and duties. The determination of whether or not a change is significant enough to warrant an off-schedule review resides with the Director of Human Resources and the Classified Executive Council President who will review these requests jointly.

§ 19.5.2 Events Triggering an Off-Schedule Review

There are six events that may trigger an off-schedule review of an existing position, but only if they cause a significant change to that position:

1. Significant Technology Change
2. Board-approved Department Reorganization
3. Move to a New Facility or Location
4. Significant Change to a Vacant Position
5. Working Out of Classification for 12 Consecutive Months
6. Change in Law or Policy

An off-schedule review is automatically triggered whenever a new position is created (see § 19.5.4).

Article 19 CLASSIFICATION/RECLASSIFICATION (Continued)

§ 19.5.3 Procedure to Request an Off-Schedule Review

An off-schedule review can be initiated by the employee, the supervisor, or the area administrator, and must be signed by all three. The signatures are an acknowledgement that each is aware of the request. Opportunity to express agreement or disagreement with the request will be provided as part of the process. The request is made by submitting a Request for Off-Schedule Review to the Assistant Director of Human Resources, who will then share the request with the Director of Human Resources and the Classified Executive Council President. These individuals will then review the request and direct the CRC accordingly.

§ 19.5.4 Creation of a New Position

The creation of a new classified position automatically triggers an off-schedule review by the CRC so the position can be given the appropriate classification, assigned a group number in the annual review, and to ensure internal equity among existing positions. Following is the typical process that is initiated once a new position is authorized:

1. Manager of the new position drafts a job description.
2. Human Resources reviews the job description.
3. The CRC measures and assigns a classification to the new position.
4. SEIU reviews the job description.
5. District Compliance Office reviews the job description.
6. The Manager, Component Administrator, and possibly the Superintendent/President review the job description.
7. The proposed job description goes to the Board for final approval.

§ 19.6 New Classifications

§ 19.6.1 The process of classification review may sometimes result in the creation of a new position title and description. The CRC will take the proposed classification and job description to the incumbent, the supervisor and the area administrator for approval. If the position is vacant, the CRC will take the proposed classification and job description to the supervisor of the proposed position, as well as the area administrator for their approval. In both cases, final approval will be the function of the District and SEIU.

Article 19 CLASSIFICATION/RECLASSIFICATION (Continued)

§ 19.7 Implementation of CRC Recommendations

§ 19.7.1 Recommendations resulting from the annual classification review cycle will be implemented effective the following July 1. Recommendations resulting from an off-schedule review will be implemented following Board approval and will be effective the following work day. In the event of significant economic hardship for the District, the District and SEIU shall meet and confer about delaying implementation.

§ 19.7.2 If a recommendation results in reducing the grade of a currently occupied position, the incumbent will be Z-rated. Z-rating means that the incumbent will experience no change to salary or benefits. The job description will change, but the grade change will only take effect upon the position being vacated.

§ 19.7.3 Recommendations that result in elevating the grade of a currently occupied position will follow the provisions of Article 7.7.1.

The appropriate forms referred to in this article are available either in the office of Human Resources or on the HR website.