NEGOTIATED AGREEMENT

SANTA CLARITA COMMUNITY COLLEGE DISTRICT AND CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 725

July 1, 2011 – June 30, 2014

Available on the Intranet to District Employees at:
http://www.canyons.edu:8081/offices/csea/
ARTICLE 27: RECLASSIFICATION, WORKING OUT OF CLASSIFICATION

A. Purpose
1. The purpose of a reclassification is to recognize that duties and responsibilities have changed over time and to give supervisors an opportunity to change the positions for which they are responsible to reflect current job conditions.
2. Reclassifications should be initiated only when there is a permanent change in duties and responsibilities; temporary changes are accommodated by working a unit member out of class, in accordance with Article 8, Section A. A change in tools or technology or an increase in the volume of work should not, in themselves, be the basis of a reclassification.
3. To be reclassified unit members must have permanent status. Positions which have been in existence for less than one year are not eligible for reclassification.
4. A position may only be reclassified every two years (per Education Code 88104).

B. Definition
1. Reclassification is the process of determining through job analysis whether the current job classification, as evidenced in the job description, matches the duties and responsibilities of the position. Reclassification may be required as the result of a gradual change in the assigned duties.
2. Reclassifications can be either District-initiated or initiated by the unit member.
3. The unit member has to have been performing the out of classification duties for a minimum of six (6) months.

C. District-Initiated Review
Upon completion of the District’s review and decision to proceed with the reclassification, the District shall notify the Association. The Association shall review the District’s analysis and proposal, and shall be consulted with regard to the findings prior to any implementation of the reclassification.

D. Employee-Initiated Review
1. In the event a unit member believes that he or she is performing duties that are not consistent with the unit member’s classification and job description, unit members may submit a request for reclassification should they be assigned additional duties other than those defined in their job description after two years of employment.
2. The unit member is encouraged to discuss the need for a reclassification with his/her supervisor. Should the supervisor determine that the reclassification is warranted, the supervisor may opt to initiate a reclassification review process as outlined in Section C.
3. Should the supervisor opt not to submit the reclassification request as in Section C, the supervisor shall so advise the unit member. The unit member may submit the request to the Classified Review Committee. Supervisors are expected to provide advice and guidance with respect to the process below.

E. Classification Review Committee
A Reclassification Committee shall be established and shall meet once each year. The committee shall consist of 4 members; the CSEA Labor Relations Representative, the Association President or their designee, the Vice President of Human Resource and their designee. The Committee shall develop the appropriate forms and procedures to permit requests to be made.
1. Any request for reclassification must be submitted between February 1st and April 1st for consideration for that year. A request for reclassification will only be considered once per school year. Approved reclassification will become effective July 1st.
2. With guidance from Human Resources the Committee will conduct classification reviews, including an analysis of job descriptions, salary surveys or benchmarks, and internal and external parity, and will formulate recommendations where appropriate. The committee will determine the salary placement and approve the final job description.

3. The Committee will present the reclassification proposals to the unit member’s supervisor, Executive Cabinet, and the Chancellor.

4. If the reclassification is approved, Human Resources will prepare the Board agenda item for the Board of Trustees and notify unit members of the reclassification decision.

5. If the Board approves the reclassification, the supervisor will prepare a Personnel Action Request form for each position, along with the appropriate documents, for Human Resources.

F. Reclassification Implementation: Salary Step Advancement, Evaluations, and Employment Dates

1. Any unit member who is reclassified will be placed at the lowest classification step which provides an increase of, at a minimum, as close to five (5) percent as possible. When the unit member’s salary step advancement date and the effective date of the reclassification coincide, the salary step advancement increment shall be applied before the reclassification computation is made.

2. The unit member’s evaluation and salary step advancement date, for purposes of step increases and longevity, shall not change.

G. Appeal Process

A unit member, the Association, or the District may file an appeal, in writing, by September 1 of the same year. An interview with the appropriate parties shall be scheduled with the Reclassification Committee to review the appeal. The Reclassification Committee will review all appeals and respond, in writing, by October 1 of the same year. A negative outcome in no way will affect the unit member’s eligibility to apply for a reclassification in the following year.

H. The reclassification decision of the District shall not be subject to Article 18 (Grievances), except as provide in Article 2 (Recognition).

I. Pilot Program for Temporary Duties Assigned Out of Classification

The District and Association agree to the following Pilot Program for the 2009-10 fiscal year. The parties will meet prior to the end of each fiscal year to consider renewing the Pilot Program for the following fiscal year.

1. On a voluntary basis, bargaining unit members may be offered and/or volunteer to provide service in another District office or Department which has a need for additional assistance.

2. It is understood that bargaining unit members shall not volunteer or be assigned additional duties if:
   a. The voluntary additional duties are those in a classification with a higher salary;
   b. It will affect the workload of their current assignment

3. A form shall be prepared by the District for each bargaining unit member considering participation in this Pilot Program. The Association shall review the information prior to the bargaining unit member or District signing consent.

4. If the voluntary additional duties are at a District campus where the employee is not normally assigned, the District shall pay all appropriate mileage for travel.

5. This Pilot Program cannot be used to fill any positions in any classification where a layoff or reduction has occurred.
6. A resolution to any disputes that arise as a result of this Pilot Program will first be attempted between the parties involved and then be subject to the grievance process if necessary.

7. An employee who no longer wishes to participate in this pilot program can withdraw at any time of their choosing.