

ARTICLE XX – CLASSIFICATION AND RECLASSIFICATION

- 20.1 The parties agree that Article XX Classification and Reclassification is the process developed to permit a unit member to seek reclassification of the unit member's existing job for the reasons stated herein below. The parties further agree that nothing herein shall be interpreted to diminish, limit or prevent the District from unilaterally exercising its management right to determine the organizational structure including but not limited to types of job classifications, the number of unit members in each classification, the duties to be performed by each classification or the salary to be paid for each classification to the extent permitted by law.
- 20.2 Reclassification is the upgrading of a unit member from his/her existing job classification to a different existing job classification because of a significant change in the regular duties and responsibilities being performed by such unit member. Reclassification is not the result of better or excellent performance of the same basic job duties and responsibilities. The amount of money available for salary adjustments due to reclassification shall be determined during collective bargaining for the term of the Agreement and shall be included in the District's budget. For the term of the 2000-2003 Agreement, a maximum of \$7,500 shall be available for reclassifications approved under this article. Requests for reclassification shall not be carried over to the next year for reclassification.
- 20.3 Whenever a unit member, his/her supervisor, or the District believe that there has been a significant change in the regular duties and responsibilities which he/she is performing, any of the above may file a written request to reclassify such position with the District's Assistant Superintendent, Human Resources, on the appropriate form as attached in Appendix C. The unit member and his/her supervisor are encouraged to discuss the proposed reclassification and mutually develop the reclassification rationale.
- 20.4 Such request shall be referred to the Reclassification Request Review Panel, which shall consist of five (5) persons: the District's Assistant Superintendent, Human Resources; two (2) District appointment management members; one (1) unit member selected by the applicant; and one (1) unit member selected by the Association from a pool of up to five (5) unit members designated annually by the Association no later than September 1 of each year. The Assistant Superintendent, Human Resources shall not have a right to vote on the panel, except to break a tie vote. Reclassification reviews are limited to October, February and April.
- 20.5 Such panel shall meet within thirty (30) days of its receipt of such request, and may receive information from the requesting unit member and any other sources that they deem appropriate. The panel shall use uniform guidelines in reviewing reclassification requests. Panel members shall be provided an orientation on reclassification procedures prior to October of each year. The Assistant Superintendent, Human Resources and the Association President shall schedule and conduct the orientation of panel members by September 30 of each year.
- 20.6 Such panel shall state in writing its decision whether the unit member should be reclassified or not. The written decision shall be made within thirty (30) days of the

meeting referred to in 20.4. The panel's deliberation in reaching its decision shall be considered confidential.

- 20.7 If a reclassification is recommended, the Board shall adopt such recommendation at the next regular board meeting. Any change of pay resulting from such reclassification shall be effective on the day the request was originally presented to the Assistant Superintendent, Human Resources for consideration by the Committee.
- 20.8 If the District creates a new job whose primary duties are not included within any existing job classification in the contract, the District will establish a new job classification for such job, and will determine the proper salary for that new job classification in light of the classes set forth in the Agreement for generally comparable job classifications.

If a unit member or the Association believes that the District has failed to create a new job classification in the circumstances described above, such unit member or the Association may file a Request for New Classification with the Reclassification Request Review Panel, on a form found in Appendix C. Such requests shall be processed in accordance with the procedure described above. The panel shall determine whether there is a new job whose primary duties are not included within an existing job classification. If there is not such a new job, the request will be denied. If there is such a new job, the District shall create a new salary classification for such new job and designate the appropriate salary if such job is to be continued to be performed.

The Association shall be notified and provided an opportunity to negotiate the proper placement of the newly created classification on the salary schedule.

This Article shall not be subject to the grievance arbitration procedure in Article IV except for the allegation that the procedures set forth herein have not been followed.