



REQUEST FOR RECLASSIFICATION GUIDELINES 2017-18
(CLASSIFIED BARGAINING UNIT EMPLOYEES)

TO: Administrators, Supervisors, and Classified Personnel

RE: Procedures for Requesting a Position Reclassification

All requests for a position reclassification must be submitted to the office of human resources using the Position Reclassification Questionnaire form between July 15th and August 30th for consideration during the 2017-18 fiscal year.

The classified bargaining unit employee and supervisor(s) are to review Article 17 of the Agreement between the District and CSEA chapter 251, and the flow chart included in this study guide, prior to submitting a reclassification request.

With the guidance from the Director of Human Resources, the Reclassification Taskforce shall conduct reclassification reviews which may include interviews with the employee and/or the supervisor. The Director of Human Resources will notify unit members who submit a questionnaire and his/her supervisor of the status of the employee's request for reclassification by September 30th. (Ref: Board Item 14L from June 13, 2017)

STEPS FOR CLASSIFIED BARGAINING UNIT EMPLOYEES:

- A. Download a copy of your current job description from the Human Resources webpage, available at www.hancockcollege.edu > Human Resources > Job Descriptions > Classified CSEA.
- B. Using your current job description, please use track changes in Word to delete (strike through) essential functions in your job description that you believe you are no longer performing.
- C. Please add any new functions you are currently performing that should be added to your job description
- D. Contact the Coordinator, Employee Relations & Classification, should you have any questions.
- E. Submit the completed position reclassification questionnaire to your immediate supervisor and a copy to the office of human resources within the timeline of July 15th thru August 30th. Retain a copy for your files.

STEPS FOR SUPERVISORS:

- A. Review the position reclassification questionnaire and the current job description with proposed revisions with the employee if possible and add comments if appropriate.
- B. Review original reclassification questionnaire (part I and II) with appropriate cabinet level administrator and forward to the Coordinator, Employee Relations & Classification by September 8th.
- C. Provide a copy of part II to the employee no later than September 8th.

OVERVIEW OF TIMELINES:

Date	Process
July 15 th thru August 30 th	Application Period open
August 31 st	Reclassification Taskforce members appointed
September 8 th	Deadline for supervisor feedback form
September	Taskforce meets and reviews applications
By September 30 th	HR notifies employee and supervisor of decision to approve/deny reclassification
September – October	Taskforce members work with employees to revise their job description
By October 15 th	Resolution provided to appeals submitted by employees
By November 2 nd	Employee and supervisor receive copy of revised job description
By January 10 th	Employee may request a meeting with the Taskforce
January 15 th	HR responds with any recommendations resulting from the employee meeting with the taskforce. HR and CSEA meet present final recommendations to the Superintendent/President.
February 15 th	The Superintendent/President sends their recommendation to the employee
March	Reclassification recommendations are presented to the Board of Trustees for approval
July 1 st	Reclassification becomes effective.

APPEAL PROCESS:

Recommendation to Deny

- A. A unit member receiving a recommendation to deny his/her request for reclassification may file a written appeal to the Reclassification Taskforce within ten (10) working days of receipt of the recommendation.

- B. The Reclassification Taskforce may interview the unit member and other appropriate parties in its consideration of the appeal.
- C. The Director of Human Resources shall respond, in writing, to the unit member with the recommendation of the taskforce regarding the appeal. A copy shall be sent to the immediate supervisor and CSEA by October 15th.
- D. If, following the appeal, the Reclassification Taskforce does not recommend approval of a request for reclassification, the district shall determine whether the bargaining unit member will be considered for out of classification compensation (per Article 9.13) or revert back to or maintain their original job description.

Recommendation to Approve

- A. A bargaining unit member receiving a recommendation for an approved reclassification can request one (1) meeting with the Reclassification Taskforce to review the revised job description, title, and salary range for the purpose of clarification and/or modification by January 10th.
- B. After the bargaining unit member's questions and/or comments are taken under consideration by the Reclassification Taskforce, the Director of Human Resources shall respond, in writing, to the unit member with the recommendation of the taskforce regarding the appeal. A copy shall be sent to the immediate supervisor and CSEA by January 15th.

Recommendation to the Superintendent/President and Board of Trustees

- A. The Director of Human Resources and a CSEA representative from the Reclassification Taskforce shall present the recommendations to the Superintendent/President by January 15th.
- B. The Superintendent/President shall make his/her recommendation for reclassification and shall direct written notification to the unit member, immediate supervisor, Director of Human Resources and CSEA by February 15th.
- C. If the Superintendent/President recommends approval of a request for reclassification, Human Resources shall prepare the Board agenda item for consideration at the Board of Trustees meeting in March.
- D. If the Board of Trustees approves the request for reclassification, Human Resources shall ensure the necessary forms and appropriate documents are prepared.
- E. If the Superintendent/President does not recommend approval of a request for reclassification, the district shall determine whether the bargaining unit member will be considered for out of classification compensation (per Article 9) or revert back to his or her original job description.