

Sutter County Superintendent of Schools
CSEA Chapter #634

Appendix C-1

RECLASSIFICATION

The purpose of reclassification is to look at positions (not people) where duties and tasks have changed significantly, consistently and such duties are not contemplated in the current job description. Reclassification is not designed to provide additional compensation, or to reward the high quality worker; it is not merit pay; it is not to be confused with additional work.

A. Guidelines for Reclassification Requests:

1. If a unit member feels that the duties he/she currently performs differ significantly from those outlined in the current classification description, the reclassification process is available as an avenue of review.
2. Only requests dealing with individuals will be reviewed by the committee. No “class-action” type requests will be accepted for review.
3. Application requests for Reclassification must be completed and turned into the Human Resource Department office by October 1 for fall consideration and March 1 for spring consideration.
4. In order to be considered for reclassification, the unit member must be consistently asked to perform tasks not contemplated in his/her job.
5. The process consists of four (4) levels, which are as follows:

B. Formal Reclassification Procedure:

1. First Level:

Unit member obtains appropriate forms from the county’s website, www.sutter.k12.ca.us, under the Human Resource Department, in which the unit member clearly describes the tasks, which differ from the present job classification.

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2. Second Level:

Upon completion and return of the unit member's forms, the immediate supervisor (immediate supervisor is the lowest level supervisor having immediate jurisdiction over unit member, not a teacher but a site administrator) is requested to review the application and provide input regarding job responsibilities.

3. Third Level:

At this level, the Director of Human Resources is asked to review and verify reclassification request documents are complete and submit it to the Reclassification Committee who will then make a recommendation to the Superintendent. This recommendation may include a change to the unit member's job description and/or salary range.

4. Fourth Level:

The Superintendent, acts on the recommendation and implements the salary range adjustments, if appropriate. Upon final approval of the reclassification, the unit member shall receive the change in salary grade effective January 1 or July 1 whichever comes first. (See Article 23)