

ARTICLE 23
RECLASSIFICATION

DEFINITION:

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. A reclassification may result in an upward change in salary range; however, it is not designed to provide additional compensation, or to reward the high quality worker; it is not merit pay; an increase in the volume of work is not a valid reason for a reclassification.

In the event of a salary range change due to reclassification, the unit member will be placed on their current step in the new salary range i.e. a unit member moving from Range 28, Step 5, to a Range 30, will be placed on Step 5 in the new range.

When a salary range change due to reclassification occurs within the Behavior/Mental Health salary schedule, the placement shall be reflective of verifiable years spent performing the job duties of the new class (i.e. if it has been verified that a unit member has been performing the duties of the new class at SCSOS for three (3) years the Reclassification Committee would recommend placement on Step 3 of the new class).

A reclassification to a new job shall not subject the unit member to probationary status.

A. WARRANTED RECLASSIFICATION

A reclassification of a position may be warranted in the following circumstances:

- a. If there is a significant proposed change in the types of duties and/or the level of responsibility.
- b. If there has been a gradual increase of duties in a job classification (and not a sudden change occasioned by a reorganization or the temporary assignment of completely new duties and responsibilities)
- c. If it is determined that the position was originally under-classified (including job duties and salary in comparison with the overall classification plan in the County Office).
- d. If the job description does not accurately reflect the current duties of the individual employee in the position.

- e. Classifications must be established for a period of at least one year before reclassification can be considered.

B. RECLASSIFICATION PROCESS

- a. A reclassification request is initiated by the unit member by completing the application.
- b. An informational session will be provided by CSEA during the first week of December.
- c. All completed forms must be received by Human Resources on or before 4:00 pm on February 1st to be considered for review. If, February 1st falls on a non-business day, the deadline for submission shall be the preceding business day by 4:00 pm. Forms are available on the SCSOS website www.sutter.k12.ca.us. An emailed receipt acknowledgment generated by HR will be sent to the employee as confirmation.
- d. Once the application is received, HR will forward a copy of the reclassification application and the supervisor input form to the supervisor. The supervisor will have one (1) week after receiving the input form to complete and return to HR.
- e. HR will forward complete applications including the supervisor's input to the CSEA President within one week of receiving the applications.
- f. The CSEA President and HR Director recruit committee members to participate on the Reclassification Committee. A date for the Reclassification Committee meeting will be scheduled by the CSEA President and HR Director by February 15th.
- g. The Reclassification Committee's final recommendation is due to the HR Director by March 15th.
- h. The member's reclassification application, the HR Director's recommendation, the supervisor's input, and the Reclassification Committee's recommendation are forwarded to the County Superintendent for consideration of the reclassification. Notification to the applicant will be sent no later than April 1st.

- i. All unit members whose reclassifications are approved by the Superintendent shall receive the change in salary grade effective February 1st of application year and processed by April 30th.

C. RECLASSIFICATION COMMITTEE

In order to ensure an efficient, fair and equitable reclassification system, the Reclassification Review Committee is composed of the following equal numbers of representatives from both the County and CSEA. A Committee consisting of three (3) California School Employees Association (CSEA) representatives appointed by the CSEA President or designee, and three (3) SCSOS representatives, appointed by the Director of Human Resources.

- a. Following the completion of the review of all requests for reclassification, Committee members shall participate in discussions as a group pertaining to the merit of the request based on the guidelines for reclassification. Committee members shall review and make each recommendation on each issue in front of the Committee.
- b. The Superintendent reviews all the data submitted by the Reclassification Committee (the unit member's request, the unit member's supervisor's input, the Director of Human Resource's recommendation and the Reclassification Committee's Recommendation). The Superintendent shall render the final decision. The Superintendent's decision will be documented on the appropriate form (see Appendix C-6).

D. DIRECT CONFLICT OF INTEREST OF COMMITTEE MEMBER

Any member with a "direct" conflict shall excuse him/herself from the Committee. The meaning of "direct conflict" is defined as follows:

- a. Any Committee member who is a relative as defined by Article 14 D of this collective bargaining agreement (Bereavement Leave), or any other conflict of interest as defined by Superintendent Board Policy 4112.8.
- b. Any Committee member who occupies the same classification of the unit member being reviewed.
- c. Any Committee member who has the responsibility of immediate supervision of the unit member scheduled for review.

- d. Any Committee member whose own personal request is being reviewed by the Committee.
- e. An alternate shall be appointed by the appropriate party to fill the vacancy created by a recusal.

E. GUIDELINES FOR SALARY PLACEMENT DUE TO RECLASSIFICATION

In no event shall a reclassification or creation of a new classification result in a loss of pay for a classified unit member, and in no event shall the reclassification change the unit member's anniversary date for the purposes of earning salary step increases.