

MEMORANDUM OF UNDERSTANDING
Reclassification Request Process and Procedure

Definitions:

"Classification" means that each position in the classified service shall have a designated title, a regular minimum number of assigned hours per day, days per week, and months per year, a specific statement of the duties required to be performed by the employee in each such position, and the regular monthly salary ranges for each such position.

"Reclassification" means the upgrading of a position to a higher classification as a result of the gradual accretion of new duties and responsibilities over time, since the last approved reclassification of this position.

Reminders:

The position will be reviewed, not the person sewing in the position. Positions are classified, incumbents are not.

Reclassification should not be viewed as a reward for superior services, a reward for longevity or the qualifications of the incumbent. A classification structure is not intended to serve as a reward, recognition or promotional system.

Assuming duties on one's own authority does not constitute a basis for reclassification.

Cross-training, learning new duties, or assisting other employees on an occasional basis is encouraged but will not be considered a basis for reclassification.

An increase in workload is not a basis for a reclassification.

In the event that a reclassification is recommended by the **Reclassification Review Panel**, preference will be given to utilizing existing classifications rather than creating single incumbent classifications.

Procedure:

The first window period for submission of reclassification requests to HR/LA will begin within thirty days after CSEA/Governing Board ratification of this MOU and will be open for thirty days. Beginning fall 2009 the annual period for reclassification requests will be the month of October. Employees shall be notified in a timely way prior to the annual window period.

The request for reclassification is initiated by the employee. The Director of Human Resources must receive a completed "Reclassification Request Form" in order for the reclassification request to be considered. Upon receipt, a copy of the employee Reclassification Request Form and the Supervisor's Review and Input Form will be sent

to the supervisor for review and input. Reclassification Request Forms received after the close of the annual window period can not be considered.

Reclassification Review Process:

The Director of Human Resources shall facilitate the review process, serve as a resource to the panel, and serve as a panel member. The **Reclassification Review Panel** will be composed of two additional managers approved by the Superintendent/President, the CSEA Chapter President and two additional CSEA representatives approved by the CSEA Chapter Executive Committee.

To avoid conflicts of interest, **Panel** members may not submit a request for reclassification consideration for their own position while serving as a **Panel** member. Management **Panel** members can not vote in the review process for positions in their immediate area of supervision. CSEA **Panel** members can not vote in the review process for positions in their same classification.

The **Panel** shall review written reclassification request forms (described above), and may request other supporting documents, and may hear presentations from the employee, immediate supervisor, and/or reviewing manager.

Based on the documents, presentations and discussions, if the **Panel** determines the reclassification request to be meritorious, the Panel will determine whether assignment to an existing classification is possible or whether a new classification needs to be created. The **Panel** may request the Director of Human Resources to proceed to make appropriate changes in the classification description or create a new classification description.

If a new classification is indicated, the Director will complete the classification study and salary analysis consistent with the Ewing Factor System and submit it to the **Panel** for agreement.

Recommendations for Salary Changes:

Incumbents shall be placed on the new salary level consistent with provisions of the Santa Barbara City College – CSEA Chapter 289 Agreement, except that, if the recommendation results in a recommendation for a lower salary level, the current incumbent(s) will be grandpersoned at the higher, existing salary level. In no reclassification circumstance will an incumbent experience a salary reduction.

Appeal Process for Denied Reclassification Request:

The employee may appeal the **Panel** decision by requesting to meet with the **Panel** to present his/her justification face-to-face. If this meeting fails to change the decision of the **Panel**, the decision of the **Panel** is final.

An employee whose position has been reclassified is ineligible for subsequent reclassification in that position for a period of two years from the effective date of such

reclassification. An employee whose application for reclassification is denied is ineligible for reconsideration on the basis of the same or similar justifications in the succeeding annual reclassification cycle following the denial.

Action and Effective Date:

Reclassification requests that result in changes to the classification description and/or job title shall become effective as soon as the Board of Trustees approves the revised classification description and/or job title. Reclassification requests that result in a salary upgrade will become effective no later than the first day of the month following Board approval and authorization. There will be no retroactive compensation consideration.

Language to be added to the Performance Report-Classified Service Employees:

Employee to initial one option:

_____ I have performed work outside of my current Board approved job description (attached) in the past calendar year.

_____ I have not performed work outside of my current Board approved job description (attached) in the past calendar year.

_____ I have been asked by my supervisor to perform new duties in the past calendar year. I am unclear as to whether or not these duties are included in my current Board approved job description. I am requesting a meeting with my supervisor, the Director-Human Resources, and my labor representative in order to receive clarification.

This performance evaluation process includes a review and discussion about the current Board approved job description for this position.

The revised Appendix D: Evaluation Form is attached and incorporated by reference.



Susan Ehrlich, Vice President, Human Resources

2/6/09
Date



William Millard, CSEA Labor Relations Representative

2/6/08
Date