

RECLASSIFICATION REVIEW REQUEST FORM

Deadline: October 1st *

*** Submit to the Human Resources Office and provide a copy to the President or CSEA Designee no later than the deadline indicated.**

Employee _____ Date _____

Current Job Title _____ Job Site _____

Please check the area(s) which apply to your request for reclassification:

<input type="checkbox"/>	New job duties requiring a significant increase in responsibility and/or expertise are added to the position
<input type="checkbox"/>	The job classification is out of line with other public employers with like compensation and financial ability
A need for change has been identified which would be characterized by one or more of the following:	
<input type="checkbox"/>	Shortage or plentiful supply of qualified applicants for a position
<input type="checkbox"/>	Excessive turnover
<input type="checkbox"/>	Availability or shortage of persons possessing the unique skills required
<input type="checkbox"/>	The range placement is out of line with positions of similar responsibility and difficulty in the San Rafael City Schools District.
<input type="checkbox"/>	Other (please elaborate in the lines below)

Please include a statement and/or documentation to substantiate your request.

Please Note: Your request will be reviewed by the respective negotiating teams of the District and CSEA Chapter 341. This may or may not result in an upgrade of the range for your current position.

ARTICLE XXI

CLASSIFICATION/RECLASSIFICATION

21.1 PLACEMENT IN CLASS

Every position shall be placed in a class.

21.2 NEW CLASSIFICATION

New classifications shall be assigned to the salary schedule, pending negotiations on the appropriate placement of the new classification. Such negotiations shall be completed within twenty-five (25) days of establishing the new classification.

21.3 RECLASSIFICATION DEFINITION

Definition: Reclassification is defined as the upgrading of a position to a higher classification as a result of the increase in the complexity of the duties being performed by the incumbent in such position. Reclassification requests may occur when an employee's current job description no longer matches the assigned duties, responsibilities, and job specifications of their particular job classification. In order to be reclassified the employee or their supervisor will need to show qualitative changes, not quantitative changes, in their job duties as part of the reclassification request. Probationary employees are not eligible for reclassification.

21.3.1 Workload increase will not be considered as a basis for reclassification. Reclassification is a change in range for any of the following reasons:

- New job duties requiring a significant increase in responsibility and/or expertise are added to the position
- The job classification is out of line with other public employers with like compensation and financial ability
- A need for change has been identified which would be characterized by one or more of the following:
 - Shortage or plentiful supply of qualified applicants for a position
 - Excessive turnover
 - Availability or shortage of persons possessing the unique skills required
 - The range placement is out of line with positions of similar responsibility and difficulty in the San Rafael City Schools District.

21.4 REQUEST FOR RECLASSIFICATION

21.2.1 An employee, the District, or the immediate supervisor is entitled to request that a position be reclassified. In the case of an employee, the original request shall be submitted no later than October 1st to the Human Resources Department and a copy to the CSEA President or designee. In the case of the request coming from the district or immediate supervisor the request shall be submitted to the employee, the CSEA President or designee and to the Human Resources Department directly.

21.5 RECLASSIFICATION PACKET CONSIDERATIONS

21.5.1 An employee compiling a reclassification request should consult with a CSEA representative and include the following information in their request if available.

- Reclassification request form
- Current job description
- Proposed job description changes
- List of new duties
- Comparable job descriptions from other districts
- Salary schedules from other districts

21.5.2 Reclassification Request forms shall be made available on the SRCS website or in the Human Resources Department.

21.6 RECLASSIFICATION SALARY

21.6.1 Upon reclassification of a position or class of positions, the position(s) shall be assigned a range(s) at least one range higher than the former range. The incumbent(s) in the reclassified position(s) shall be placed on the step in the new ranges that reflects not less than a five percent increase. Reclassification shall not change an employee's anniversary date.

21.7 NEGOTIATION OF RECLASSIFICATION ISSUES

21.7.1 This decision to reclassify or not reclassify a position(s) shall be determined by the Job Description/ Reclassification committee the last work day in January. The Committee shall also recommend salary schedule placement. Final salary placement(s) and the effective date shall be negotiated at the bargaining table, and must be mutually agreed upon and ratified by both parties. This decision to reclassify/not reclassify a position(s) shall not be subject to the Grievance Procedure. Costs of any increases must be fully identified in the negotiations process prior to submission for ratification.

21.8 RECLASSIFICATION REQUESTS

21.8.1 The employee(s) or employer requesting the reclassification shall present his/her their facts to the job description/ reclassification committee with any substantiating evidence.

21.9 JOB DESCRIPTION/ RECLASSIFICATION COMMITTEE

21.9.1 The job description/ reclassification committee shall be comprised of three (3) CSEA representatives as determined by the CSEA President or designee, the Human Resources Administrator, and no more than two (2) other district designees. In the event of a tie decision the parties will mutually select a designee to break the tie.

21.9.2 The charge of the committee shall be to review and determine if the request is warranted. The determination shall be made according to the established criteria contained in this collective bargaining agreement. All recommendations shall be brought to the bargaining table. The Human Resources Department shall inform the employee of the committee's decision. All decisions shall be made no later than the final working day in January. Approved reclassifications will be retroactive to July 1st. In addition, an updated job description shall be created by the last workday in March.