

Article 22 - Reclassification, Job Descriptions

22.1 The purpose of the Reclassification committee is to evaluate and analyze **a formal request from an employee who asserts that the essential functions, level of required skill, responsibility, or working conditions of their assigned position have changed significantly such that the position more appropriately aligns with an existing higher classification within the bargaining unit.** ~~when significant changes occur in job responsibilities of an existing position.~~

The ESD and the Union shall establish a ~~permanent~~ joint Reclassification Committee composed of equal numbers of Union and ESD representatives. The Union President shall appoint Union representatives to the Committee. **The ESD shall appoint its representatives.**

The committee shall make decisions by majority vote. In the case of a tie vote, ~~the decision shall be determined to be denied.~~ **the Committee shall forward the matter to the Superintendent with a summary of the Committee's analysis and the tie vote reflected.**

Requests will be reviewed on a quarterly basis. **Reclassification requests shall be accepted throughout the year and reviewed during the next scheduled quarterly meeting.**

A. ~~The~~ Reclassification Committee shall review and update classified job descriptions:

B. **If approved,** ~~p~~ Pay adjustments for reclassified employees will be made effective from the date of the reclassification request.

C. A person wishing to be reclassified into an existing classification shall **request information from the human resources department** this procedure:

~~The employee will be provided with a document that outlines all of the steps for the reclassification process, and a copy of the time study documents. (The documents will be created by the committee members.)~~ The requester must complete **the following** form #HRR and ~~return~~ **share** it **with** to the OSEA President **and the human resources department** along with:

- 1) Written rationale for the request
- 2) Detailed schedule of duties
- 3) Time Study**
- 4) Copy of current job description **notating responsibilities that have increased and changed****

4) Copy of job description for proposed classification **notating responsibilities that fall within the proposed job description**

5) Letter of **input** recommendation from building administrator or supervisor

The supervisor's input shall be advisory and shall not be determinative.

To be considered for reclassification, ~~a~~All materials must be complete and submitted by the deadline or the request will not be addressed until the next meeting.

D. The Reclassification Committee does not have the authority to **create** invent new classifications. The Reclassification Committee may call upon appropriate Administrators (Director, Principal, Coordinator, Supervisor, and/or Manager) to **provide relevant information** discuss the reclassification request. ~~Decisions about reclassification will be made in private. The proposal will be voted upon by the committee members. All committee meetings are confidential. Committee members shall not communicate outside of designated committee meetings. Any additional information requested by the committee shall be requested through the HR department. Recommendations developed by the committee are public information~~ **Committee deliberations shall be conducted in private and deliberative discussions shall remain confidential.**

Any additional information requested by the Committee shall be requested through the human resources department.

The Committee's final written recommendation shall not be confidential and shall be forwarded to the Superintendent.

E. All reclassification request packets will be submitted to each committee member for review seven (7) calendar days prior to the date of the scheduled meeting. The committee **s** **review shall** ~~will enter into deliberations which will include:~~

- i. Presentation of the request **by human resources**
- ii. ~~Questions concerning the request~~ **Opportunity for written clarification from the employee if requested by the Committee**
- iii. Analysis of requested placement or change regarding duties and responsibilities of current position.
- iv. Comparisons of duties and responsibilities of proposed reclassification, including placement on salary schedule, and, if needed, duties and responsibilities of similar classified positions in other districts.
- v. Any other pertinent and/or additional information required for committee review. If additional information is requested the HR department will notify

the requester and will be given five (5) days to complete the process. The committee will then reconvene to complete deliberations.

vi. Once deliberations are complete, the committee will develop its recommendation and the HR department will communicate the recommendation in writing to the superintendent and all committee members.

F. The superintendent will notify a representative of Human Resources of their final decision.

G. Human Resources will notify both the committee and the employee of the decision within five (5) working days of the superintendent's decision.

22.2 Job Descriptions

A. The ESD shall maintain a file of job descriptions for each classification in the bargaining unit. Job descriptions shall designate the duties and responsibilities, qualifications, and supervision for each classification.

B. New Classifications: New classifications and job descriptions may be developed by the ESD, and jobs may be assigned by the ESD. The ESD shall notify the Union and provide the Union with a copy of the job description(s) for the new classification and the wage scale assigned thereto.

C. In the event the Union and the ESD agree that the newly created job classification appropriately belongs in the bargaining unit, ~~the Union and the ESD will negotiate the wages to attach to the new classification.~~ **and if the Union wishes to bargain over this placement, the Union will notify the ESD within fifteen (15) District business days. The ESD will then enter into bargaining with the Union limited to the purpose of determining a salary placement for that particular position. If there is no demand to bargain, the proposed rate of pay goes into effect.**