

ARTICLE 22 - Reclassification, Job Descriptions

22.1 Position Review Committee

- (a) The Position Review Committee shall consist of an equal number of representatives, appointed by the respective parties, and shall commence annually, no later than December, and render decisions no later than June of each year.
- (b) The Position Review Committee shall review and update classified job descriptions. [moved from 22.2] The review will include appropriate job titles, job descriptions, and placement on the salary schedule. The committee is advisory in nature and shall make recommendations to their respective parties.
- (c) The committee shall forward any recommendations in writing to the Union President(s), OSEA Field Representative, and the ESD superintendent/designee.
 - (i) No changes to job descriptions, classification, compensation, or other mandatory subjects, shall be implemented prior to fulfilling the ESD's statutory bargaining obligations.
 - (ii) If the Union wishes to bargain impacts of the recommendation, the Union will notify the ESD within fifteen (15) ESD business days of receiving the recommendation. The ESD will then enter into bargaining with the Union.

22.2 Reclassification Committee

- (a) The ESD and the Union shall establish a ~~permanent joint standing~~ Reclassification Committee composed of equal numbers of Union and ESD representatives, appointed at the discretion of the respective party. ~~The Union President shall appoint Union representatives to the Committee.~~
- (b) 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 duties have changed significantly such that the position more appropriately aligns with an existing higher classification within the bargaining unit requests when significant changes occur in job responsibilities of an existing position.~~ a formal request from an employee who asserts that the essential functions, level of required skill, responsibility, or working conditions of their assigned position duties have changed significantly such that the position more appropriately aligns with an existing higher classification within the bargaining unit requests when significant changes occur in job responsibilities of an existing position.
- (c) The Reclassification Committee shall convene each July, October, January, and April on mutually agreed dates and times. All materials necessary to process the reclassification request must be submitted no later than the 5th of the aforementioned months.
- (d) ~~The Reclassification Committee shall review and update classified job descriptions.~~
- (e) The committee shall make decisions by majority vote. In the case of a tie vote, ~~the Committee shall forward the matter to the Superintendent with a summary of the Committee's analysis and the tie vote reflected. The superintendent shall notify the committee of their tie-breaking decision in writing with rationale.~~ the Committee shall forward the matter to the Superintendent with a summary of the Committee's analysis and the tie vote reflected. The superintendent shall notify the committee of their tie-breaking decision in writing with rationale. ~~the~~

~~decision shall be determined to be denied. Requests will be reviewed on a quarterly basis.~~

~~(i) The committee shall render its decision within sixty (60) calendar days after convening, unless otherwise agreed to by the committee and requesting party, and notify the Association and requesting member in writing.~~

~~(ii) If approved, pay adjustments for reclassified employees will be made effective from the start of the fiscal year the request was made date of the reclassification request.~~

~~(f) A person wishing to be reclassified into an existing classification shall complete the reclassification form (Appendix X3) [to be collaboratively made during bargaining], follow 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 form #HRR and return it to the OSEA President along with:~~

~~(i) Written rationale for the request~~

~~(ii) Detailed schedule of duties~~

~~(iii) Copy of current job description~~

~~(iv) Copy of job description for proposed classification~~

~~(v) Letter of recommendation from building administrator or supervisor~~

~~(vi) All materials must be complete and submitted by the deadline or the request will not be addressed until the next meeting.~~

~~(g) The Reclassification Committee does not have the authority to invent new classifications. The Reclassification Committee may call upon appropriate Administrators (Director, Principal, Coordinator, Supervisor, and/or Manager to 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:~~

~~(i) 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 will enter into deliberations which will include:~~

~~(ii) Presentation of the request~~

- ~~(iii) Questions concerning the request~~
- ~~(iv) Analysis of requested placement or change regarding duties and responsibilities of current position.~~
- ~~(v) 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.~~
- ~~(vi) 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.~~
- ~~(vii) 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.~~
- ~~(h) The superintendent will notify a representative of Human Resources of their final decision.~~
- ~~(i) Human Resources will notify both the committee and the employee of the decision within five (5) working days of the superintendent's decision.~~

22.3 Job Descriptions

- (a) The ESD shall maintain and make available on the intranet 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 Chapter President(s) and OSEA Field Representative Union and provide the Union with of new classifications and provide a copy of the job description(s) for the new classification and the proposed wage scale assigned thereto.
 - (i) In the event the Union and the ESD agree that the newly created job classification appropriately belongs in the bargaining unit, and if the Union wishes to bargain over this placement wage scale placement, the Union will notify the ESD within fifteen (15) District business days. The parties 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. the Union and the ESD will negotiate the wages to attach to the new classification.
- (c) The ESD shall notify the Association prior to the posting or hiring of new confidential classifications. In the event the Association and the District disagree

that the classification appropriately belongs in the bargaining unit, the ESD shall not post the job until mutual agreement is reached.

(d) "Other duties as assigned" shall refer to duties assigned to an employee that are reasonably related to the specific functions and duties of their position.