



PROCESS

DEFINITION

Reclassification

Reclassification is the process of changing the assignment of a position to another classification based on changes that have occurred to the job. This process is not to be used if an employee feels they are on an incorrect salary step or feels ONE task in their job qualifies for reclassification. Generally, the changes in duties of the position will have occurred over a period of time. When a position is reclassified, the incumbent usually remains in the reclassified position. A reclassification can be to an existing classification or to a newly created classification. It can be part of a department reorganization plan or a “stand alone” issue.

A reclassification request for a classified employee can come through the employee, the employee’s supervisor, or the employee’s bargaining unit.

Reasons for a Reclassification Request

1. Substantive changes in the duties and responsibilities of individual positions occur due to changes in organization, work, staffing requirements, or technology.
2. A classification to which a position is assigned is inappropriate or was initially incorrectly classified.

Remedies for a reclassification request may be:

1. Place the employee BACK into their current classification and insure that they are not working “out of class”.
2. Consideration for reclassification to the new classification.

When a reclassification request is received, Human Resources (with agreed-upon bargaining unit team) will review the request and determine a course of action, based on the details of the request. The process may include conducting a job study, evaluating relevant criteria which may include interviewing supervisors, incumbents, and the employee, surveying comparable district classification descriptions, and conducting a salary survey. The reclassification of an individual position or classification may be a component of a department *reorganization plan* and should be treated independently from the overall plan.

All reclassification requests should be managed through the Human Resources Department.