



OSEA - RECLASSIFICATION PROCEDURE

OSEA Bargaining Unit members or their supervisors may submit a request for a review of position classification through submission of a "Request for Reclassification Review" form to Human Resources and OSEA Chapter 42. Forms submitted by October 1st and February 3rd will be reviewed in the October and February meeting of each school year.

Reclassification Review Committee

Properly completed Request for Reclassification Review forms will be screened by the Board of Review composed of:

- Three representatives chosen by OSEA.
- Three representatives chosen by the District.

The Reclassification Review Committee will review all of the Reclassification Review forms received and will be responsible for determining if there exists justification to conduct a full study of the position. Refer to APPENDIX E (flow-chart) in the OSEA Bargaining Agreement. In evaluating the request for review, the committee shall consider the following:

- a. The level and nature of the duties and responsibilities the employee is regularly required to perform which are not covered by their current job description.
- b. How the employee came to be assigned duties and responsibilities not covered by their job description (i.e., expansion in the functions of the school or department, or possession by the employee of special skills or abilities.)
- c. Comparison of the employee's actual duties as shown on the Request for Reclassification form with the duties shown on the job description.
- d. Information provided by the employee and the employee's supervisor to the Reclassification Review Committee.

Decisions of the Reclassification Review Committee to accept or deny the petition for further review/consideration shall be final. However, an employee may re-petition for consideration the next year.

If the decision of the Reclassification Review Committee is to proceed with further analysis of the request and additional information is needed, the committee shall conduct an analysis as follows:

- a. Conduct interviews with the individual, their supervisor and may include persons serving in similar positions.
- b. Review of the individual's Request for Reclassification Review and may request for similar documentation by individuals serving in the same or similar positions.
- c. Review of the official job description.
- d. May include on-the-job audit(s).
- e. May include comparisons of salary survey data from other districts.

Following the *complete systematic review* outlined below, recommendations of the Reclassification Review Committee are then forwarded through Human Resources to the Superintendent for final review and consideration.

Human Resources will be involved in *systematic review* of the classification utilizing a system designed to measure factors (commonly referred to as *compensable factors*) to determine the appropriate classification level of positions. Examples of typical compensable factors used in job evaluation are:

- *Nature of Work*: The type, variety and complexity of duties performed
- *Independence*: The authority or "freedom of action" vested in a position as well as to what extent the position is supervised
- *Knowledge*: The education, specialized skills and job knowledge required for successful performance of the duties
- *Decision Making*: The criticality, impact and consequence of decisions made by the position
- *Scope and Impact*: The extent to which the work impacts the organization within and outside the organization
- *Collaboration*: The extent to which the work requires organizational collaboration and the degree of complexity involved in the collaboration
- *Span of Control*: The extent to which the position is supervisory and the nature of the supervisory responsibilities