

**ARTICLE 10**  
**CLASSIFICATION AND RECLASSIFICATION OF POSITIONS**

The creation of new and/or amended job descriptions, or the abolishment of existing classifications, may occur either at the initiative of the District, or through the classification study/salary review process. The District may, but is not required to, utilize the Classification Study Committee to review new and/or changes to job descriptions, or abolishment of classifications sought at District initiative.

The District will meet and confer with the Union prior to adoption of reclassifications, new and/or amended job descriptions, or abolishment of classifications. Meet and confer means the Union will be given a meaningful opportunity to meet with the District and state its position, suggestions, and reasoning regarding actions to be taken under this article. Following such opportunity, the District shall be authorized to take action.

**Reorganization & Additional Studies:** Nothing in this section shall preclude the District from initiating additional classification studies in the event of a reorganization.

- 10.1 **Classification:** Every position in the bargaining unit occupied by an employee who is represented by CCEU shall be classified and all such employees shall be a part of the classified service.
- 10.1.1 All positions within the classified service shall be arranged in groups of classes with designated salary ranges.
- 10.1.2 Groups of positions are identified by qualifications, responsibilities, working conditions, duties and requirements. Common standards of selection, assignment and salary are applied to the positions within the same class.
- 10.2 Job descriptions for each authorized classified position within the bargaining unit shall be prepared by the College Human Resources Department. A copy of the respective job description shall be given to each employee of the bargaining unit at the time of hire. Any amended job description adopted by the District shall be provided to any employee affected within ten (10) working days after adoption. A District manual of current job descriptions shall be available to employees, the Union, and the public at the College Human Resources Department.
- 10.3 Job assignments to specific positions within a class shall be consistent with the job description and at the discretion of the District. Permanent employee status relates to class but not to specific job assignments.
- 10.4 **Classification Study/Salary Review:** Classification studies/salary reviews shall be made upon the request of the employee in conjunction with policy and terms of this agreement. Up to fifteen (15) classification studies/salary reviews requested by bargaining unit members, will be accepted annually on a first come, first served basis. All requests must be filed with the Human Resources Department no later than

November 1. A general notification to bargaining unit members of classification study/salary review deadlines and the procedures for application according to this Section and its subsections shall be made by October 1. No position shall be studied more often than every other year. Nothing in this section shall preclude the District from initiating reclassifications.

- 10.4.1 **Classification Study/Salary Review Committee:** The Classification Study/Salary Review Committee is comprised of an equal number of Union representatives and District representatives.
- 10.4.2 Bargaining unit members shall be provided paid release time by the District in order to participate on the committee. Members shall be required to give advance written notification, including the amount of release time needed, to their immediate supervisor.
- 10.4.3 **Process:** After coordinating the actual study process with the Classification Study/Salary Review Committee, the Human Resources Department shall perform a formal class study, including job site audits for each classification for which a study was requested. The Human Resources Department and the Classification Study/Salary Review Committee shall apply the methodology developed for the 1991 classification study. The Classification Study/Salary Review Committee shall review the findings of the Human Resources Department. The study shall include a comparison of specific duties, responsibilities, and salary range with related internal classifications, and with similar positions at other agencies. The Classification Study/Salary Review Committee, the Union and the District will review the list of agencies used for comparison, and revise as necessary.
- 10.4.4 **Initial Findings & Recommendations:** Clarifications and Committee Review: During April or a mutually agreed upon date by CCEU and the District, Classification Study/Salary Review Committee findings and recommendations shall be distributed to the affected employee, his/her manager and/or administrator and the Union. Within ten (10) working days of employee receipt of findings and recommendations, affected employees and/or their unit manager/administrator may request to appear before the committee to provide additional information or clarification of circumstances. Persons submitting such requests shall be scheduled to appear before the committee. The first committee meeting shall be held no later than May 15 or a mutually agreed upon date by CCEU and the District.
- 10.4.5 **Post-Review Recommendations:** Upon completion of the committee review, committee recommendations shall be forwarded to the affected employees, their manager/ administrator, the union, and the Superintendent/President.
- 10.4.6 **Appeal From Recommendations:** Employees may appeal the committee findings and recommendations to the Superintendent/ President. Such appeals

may be made orally, in person, but shall also be in writing, and be based on new or clarifying information. The Superintendent/President shall make the final decision.

- 10.4.7 **Implementation of Reclassification**: Following the Superintendent/President's decision, all resulting reclassifications shall be effective July 1 following the classification study.
- 10.4.8 **Career Ladders**: During the term of this Agreement, the Classification Study/Salary Review Committee shall, separate and distinct from the study process in 10.4, annually review at least one (1) class series for the purpose of providing career path promotional opportunities. The Committee shall agree on the classifications to be studied. The Committee may make recommendations to the President.