

ARTICLE XVII

CLASSIFICATION AND RECLASSIFICATION

17.1 Classification:

Each position in the classified service shall have a designated title, a regular minimum number of assigned hours per day, days per week, months per year, a specific statement of duties required to be performed by the employees in each such position, and the regular monthly salary ranges for each such position.

17.2 Reclassification:

Moving an employee to a classification from their original placement. This is done to meet either new job assignments outside of their original classification, or to meet the evolving change in the original job classification.

17.3 Reclassification Requirements:

An employee, the supervisor of an employee, the District, or the Association may petition for a reclassification. Reclassification of any employee shall be negotiated and subject to mutual written agreement between the District and the Association.

17.4 Reclassification Procedure:

When requesting reclassification a "Petition for Re-Classification" form must be submitted to the Human Resources Department between November 1st and January 31st of each year. After reviewing the petition for reclassification the CSEA/NUSD negotiation team will forward recommendations to the Superintendent or designee by March 31. The recommendation findings will be forwarded to the petitioner by April 15.

17.5 Components and Provision of Recommendation:

The District and the Association will evaluate the petition by considering 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 job description.
- b. How the employee came to be assigned duties and responsibilities not covered by their job description.
- c. Comparison of the employee's current job description duties and the proposed job description duties.
- d. Information provided by the employee and the employee's supervisor.

17.6 Reclassification Appeal:

If the petition for reclassification is denied, the submitting party may ask in writing for a review. Requests for review will be forwarded to a review committee. The request for review must be submitted by May 15.

17.7 Review Committee:

The review committee shall consist of no less than 3 members selected from the CSEA/District negotiating team. The committee shall conduct a reclassification review which may include:

- a. Interview with the individuals, their supervisors, and persons serving in similar positions.
- b. Review of individual job description petition and petitions prepared by individuals serving in similar positions.
- c. A job audit.

Findings from the review committee shall be forwarded to the Superintendent or designee in writing. The Superintendent or designee is responsible for written notification to all involved parties the findings of the review committee.

17.8 Recommendation:

When a petition has been recommended for reclassification it shall be forwarded to the Superintendent for presentation to the Board. The final decision on any reclassification shall rest with the Board. The Superintendent or designee is responsible to notify the employee in writing of the board action.

17.9 Effective Date:

The effective date of any reclassification decision by the Board shall be retroactive to March 31. The Board has the discretion to determine that the effective date of a reclassification decision can be earlier if they so determine.

17.10 Reclassification Increase In Pay:

Bargaining unit members reclassified to a higher classification will be placed on a step that shall give them at least a five percent (5%) or higher increase over their former step.

17.11 Job Description Review Committee

The District and CSEA have mutual interests in reviewing Job Descriptions for Classified Employees on a systematic basis. The Job Description Review Committee shall be composed of three bargaining unit and three district representatives and shall meet at a mutually agreed upon time.

Annually, the Job Description Review Committee shall determine three to five (3 to 5) existing job descriptions for review from those currently utilized by the district. These job descriptions shall be mutually determined.

- Annually but no later than November 1st of each school year, the committee shall complete a draft rewrite of the job descriptions identified by the process above.

These shall be submitted to the current employees in the positions identified as well as to the supervisors of these positions for comment and input.

- The Job Descriptions Review Committee shall meet, compile the responses from the current employees in the positions identified and supervisors of these positions and consider their suggestions for the job descriptions under review.
- The committee will make any recommended adjustments prior to January 31st.
- The committee will submit to the respective bargaining teams draft recommendations for any changes.
- Committee recommendations for a change in the job description shall be subject to negotiation between CSEA and the District.
- An agreement for changes in a job description will be ratified by CSEA and brought to the NUSD Board of Trustees for approval.