

## ARTICLE 10 – CCE CLASSIFICATION AND RECLASSIFICATION Counter Proposal #3

The College Council of Classified Employees CFT/AFT Local #4522 (CCE) Counter Proposal  
#2 to Palomar Community College District (District)  
For 2023-2024 Successor Negotiations

January 19, 2024

**ARTICLE 10 - CLASSIFICATION AND RECLASSIFICATION****10.1 Classification Specifications (Job Descriptions)**

The Superintendent/President or the Assistant Superintendent/Vice President, Human Resource Services shall exercise control and authority over the preparation and review of classification specifications (job descriptions) for all classified employees in the bargaining unit represented by CCE/AFT. This preparation and review shall include classification titles, listing of qualifications and listing of duties.

The Board retains final authority over all classification specifications including any revisions. Before final action is taken on such classification specifications, the District shall seek and consider any input from CCE/AFT.

**10.2 New Classifications**

The District will provide the CCE/AFT with a completed Position Authorization form two business days prior to the Position Authorization meeting. Position Authorization meetings are outlined in 6.5.1.

The District may establish a new classification at any time. Before final action is taken on any new classification within the bargaining unit, the District shall seek and consider any input from the CCE/AFT regarding the new classification. The CCE/AFT will provide input no later than 10 business days after the Position Authorization meeting. Position Authorization and New Positions shall be reviewed at the Position Authorization meetings.

**10.3 Changing, Establishing and Abolishing Positions or Classifications**

The District will provide the CCE/AFT with a completed Position Authorization form two business days prior to the Position Authorization meeting, unless mutually agreed upon.

The District may establish a new position at any time, and may abolish a vacant position at any time with Governing Board approval. The District will negotiate the abolishment of positions with CCE/AFT in accordance with the law. If the position involves a new classification, or changes to an existing classification, the parties shall follow the procedure in Article 10.2. When the position does not involve a change to a classification the District will provide the CCE/AFT a copy of the Position Authorization form and the CCE/AFT may provide input.

#### 10.3.1 Classification Review

As positions are vacated and **posted reviewed** for recruitment, the District shall review the classification specification for accuracy and make updates as required to meet operational needs. CCE/AFT may select **40 ten percent (10%) of** classifications, at the beginning of each fiscal year, for review at the Position Authorization meeting. **In addition, the District can bring forward classifications for review throughout the year to meet district needs.**

#### 10.4 Reclassification

##### 10.4.1 Purpose and Eligibility

Reclassification may be required as a result of gradual change in the permanent assigned **duties, responsibilities, scope, impact, or minimum qualifications of the position duties and responsibilities** and/or District reorganization. Temporary changes are addressed under working a unit member out of class, in accordance with Article 12.

A position held by a permanent, non-probationary classified employee may be reclassified. Probationary classified employees are not eligible to initiate a reclassification.

##### **10.4.2 Restrictions Provisions**

10.4.2.1 Increases in the volume **of the same level** work shall not be the basis for reclassification.

10.4.2.2 Classifications which have been in existence for less than one year are not eligible for reclassification.

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10.4.2.3 Only one (1) request within a twelve (12) month period may be submitted for a reclassification of a specific position.

10.4.2.4 Pending any final action on a request for reclassification, the classified employee shall continue to perform the duties and responsibilities that prompted the reclassification request.

10.4.3 Initiation and Timeframes

An employee, supervisor, administrator, or Human Resource Services (District) may initiate a Request for Reclassification. An employee may request the assistance of the CCE/AFT in submitting the request.

There will be one (1) reclassification cycle per fiscal year. Requests must be submitted by December 15<sup>th</sup> to the employee's immediate supervisor. The annual reclassification cycle shall be completed in a period of twenty-four (24) weeks following December 15<sup>th</sup> of each year.

10.5 Reclassification Review Process

10.5.1 Reclassification Process

Reclassifications shall be initiated through the submission of a Reclassification Request. Where an employee initiates the reclassification

request, the employee must sign and route the Request to his or her supervisor to sign and ensure submission to Human Resource Services by the December 15<sup>th</sup> submission deadline.

During the reclassification cycle, the Assistant Superintendent/Vice President, Human Resource Services or designee will issue periodic updates to participating classified employees and their supervisors regarding the status of their reclassification requests.

The Assistant Superintendent/Vice President, Human Resource Services or designee shall review the completed Request.

10.5.1.1 If the Request is accepted, Human Resource

Services will request the incumbent to complete a Classification Questionnaire. The employee has twenty (20) workdays to submit the Classification Questionnaire to Human Resource Services.

10.5.1.2 The incumbent shall submit the completed Classification Questionnaire to the immediate supervisor for review. The supervisor will complete the Supervisor Supplement and forward this form along with the completed Classification Questionnaire to the appropriate next level supervisor. The next level supervisor shall return the employee's Classification Questionnaire and the Supervisor Supplement to Human Resource Services.

10.5.1.3 The reclassification submission shall be subject to a desk audit prior to a recommendation by the Assistant Superintendent/Vice President, Human Resources, or designee.

10.5.1.4 The Assistant Superintendent/Vice President, Human Resource Services or designee will develop a classification recommendation and supporting materials.

10.5.1.5 The classification recommendation from Human Resource Services will be reviewed with the employee and supervisor before it is submitted to the Superintendent/President for recommendation to the Board for final decision.

#### 10.6 Reclassification Implementation

When a position is reclassified, the incumbent shall be placed on the new salary range at his/her current step. Effective with the reclassification cycle commencing on and after December 15<sup>th</sup>, 2017, the effective date of the reclassification shall be January 1<sup>st</sup> of the fiscal year in which the request is submitted, regardless of the date of Governing Board approval. An incumbent will at no time be expected to reapply for his/her reclassified position. Commencing on and after December 15<sup>th</sup>, 2017, out-of-classification pay occurring after

January 1<sup>st</sup> of the calendar year immediately following the year in which the reclassification request was submitted, shall be deducted from the amount of retroactive pay resulting from a successful reclassification.

#### 10.7 Appeals

If the reclassification request is denied at any time during the reclassification process an employee may submit an appeal to the Reclassification Appeals Committee within ten (10) workdays of receiving notice of the denial. The Reclassification Appeals Committee shall be composed of two (2) members selected by the CCE/AFT, **and the Assistant Superintendent/Vice President, Human Resource Services,** and **two one additional (21)** members selected by the District, **and one (1) member of the Confidential and Supervisory Team (CAST) that is mutually agreed upon by the CCE/AFT and the District's members.** Each member shall have one (1) vote. Within **twenty (20) workdays of receiving a written appeal from an employee,** the Reclassification Appeals Committee shall **make present their findings and a recommendation to the Assistant Superintendent/Vice President, Human Resource Services.** The Assistant Superintendent/Vice President, Human Resource Services, **who shall make the final binding decision which shall be shared with the appeals committee prior to notifying the employee** recommendation within ten (10) workdays after receiving the recommendation of the Reclassification Appeals Committee.

(Changes will not be retroactive to the previous fiscal year)










# CCE Art 10 Class and Reclass 23-24 counter proposal 3

Final Audit Report

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