

To: Classified Employees

From: Jeanne Nava, Administrator
Human Resources

RE: RECLASSIFICATION

Reclassification is the redefining of a position to account for **changes in duties, responsibilities, or work that alters the nature of the classification**. Reclassification is NOT compensation for additional duties of the same kind already designated in the position. Reclassification is NOT compensation for an excessive workload. Reclassification is NOT who is doing the job, or how well that individual does the job. Reclassification is NOT an incentive plan or merit system which recognizes an employee's long and loyal service or outstanding performance record. Reclassification is NOT compensation for the degree of authority, level of supervision and/or training, complexity of responsibilities, or mental and physical demands of the position already weighed as factors for the existing position.

If you believe that the duties which you are currently performing are **different than your current job description**, or that the level of responsibility or type of work that you are performing **has changed the nature of the job classification**, then you are encouraged to complete this application packet.

The application must be completed and turned into Human Resources between March 1 and April 1. One copy must also be sent by the applicant to the CSEA president. Applications must be submitted by the appropriate deadline in order to be considered.

Employees need to know that applications for reclassification are not "automatically" granted, they are subject to the negotiation process. The Office will meet with CSEA to consider each application individually. Reclassifications may be granted, denied, or granted with a different salary range, based on the results of the negotiation process.

If the nature of your duties has not changed, but you feel the position needs to be studied for salary adjustment, you are encouraged to contact your CSEA representative to receive a salary equity application. Salary adjustments, other than reclassification, shall be submitted to CSEA during the month of February for research and possible inclusion during regular contract re-openers.

Supervisor: Please complete this portion of the application and return it to the employee within five (5) days.

SUPERVISOR'S REVIEW

1. Have you carefully reviewed this completed application, and does it accurately reflect the duties of the employee? Yes No

2. If no, please explain your concerns, making reference to the numbered item in the application. (Please do not change information in the application).

3. Are there any additional duties that you see as a supervisor which were omitted by the applicant that need to be considered?

5. Have you discussed this information with this employee? Yes No

Signature of Supervisor

Date