

1.0 Purpose

It is the purpose of this procedure to establish a process for the reclassification of classified positions within the Los Rios Community College District.

2.0 Reclassification Review Board

A districtwide Reclassification Review Board is established to review all requests for reclassification submitted through the processes developed herein. Thorough consideration of the impact of the proposed reclassification on other positions with comparable responsibilities will be the major function of the Reclassification Review Board.

- 2.1 The Board will meet quarterly in accordance with a calendar developed by the Board at the beginning of each fiscal year and distributed by the Director of Classified Personnel Services.

3.0 Reclassification Categories

- 3.1 Employee Initiated
- 3.2 Supervisor Initiated
- 3.3 Management Initiated

4.0 Employee Initiated

- 4.1 Classified employees shall not be required to perform duties which are not fixed and prescribed for the position classification by the Governing Board, unless the duties relate to those fixed for the position as per Education Code Section 88010, and as provided by contract with the employees' exclusive representatives.
- 4.2 It is incumbent upon a regular District employee to notify his/her supervisor in writing when the employee believes that he/she is being regularly required to perform duties beyond those of the job description for the position held without corresponding compensation. In no case will the employee receive credit for working out of classification for more than five (5) days prior to making the notification.
- 4.3 The supervisor will meet with the employee within 15 days of receipt of written notification to review the areas of concern and make recommendations pursuant to college or District Office procedures. Following review by the college or District Office as appropriate, the employee will be notified of the decision reached by the college with a copy to the employee's exclusive representative.

5.0 Supervisor Initiated

- 5.1 It is the supervisor's responsibility to assign only job-related duties and responsibilities to employees as defined in the appropriate job description. When a supervisor determines that the duties and responsibilities of a classified position should be upgraded, he/she will initiate a Request for Reclassification. (Forms may be obtained from the Classified Personnel Director's Office.) Requests must be made in advance of the assumption of new duties.
- 5.2 A copy of the completed form is to be given to the appropriate managers for the college or District Office/Central Maintenance. A copy of the current job description should be attached to the completed form and, if applicable, a copy of the job description under which the new assignment falls should also be attached. If there is no such job description, a description of the new duties and responsibilities must be included. Budget implications must also be addressed in the request for reclassification. An analysis sheet comparing current duties to proposed or added duties is optional but desirable.
- 5.3 The appropriate managers, after consulting with the classified personnel manager, will make a recommendation either in support of or in opposition to the request and forward it to the president (college) or vice chancellor (District Office/Central Maintenance).
- 5.4 The president/vice chancellor will review those requests forwarded to him/her. If approved, a signed copy of the request will be forwarded to the Director of Classified Personnel Services for consideration by the Reclassification Review Board. Such requests must be sent to Personnel within the time lines of the established calendar for Reclassification Review Board meetings.
 - 5.4.1 If the request for reclassification is rejected by the college, the Vice President, Administration, will notify the affected employee, the appropriate employee's exclusive representative, and the Director of Classified Personnel Services of the decision within ten (10) working days, but in no event later than the date the request would be due in the Personnel Office.
 - 5.4.2 The employee's exclusive representative may file an appeal of the rejected request with the Director of Classified Personnel Services for consideration at the next Reclassification Review Board meeting. In order to be scheduled, the appeal must be filed no later than ten (10) working days prior to the next scheduled meeting of the Review Board.
- 5.5 The District Reclassification Review Board will consider any rejected requests for reclassification which have been appealed by the exclusive representative. If the Board decides that further consideration of a rejection should be given, it shall refer the rejection to the appropriate college or District Office/Central Maintenance administrator for further review.

- 5.6 Those recommendations that are approved by the Reclassification Review Board, will be presented to the Chancellor's Cabinet for review before being recommended to the Chancellor for recommendation to the Board of Trustees. Unapproved will be returned to the appropriate college president/vice chancellor. The president/vice chancellor will inform the affected employee's exclusive representative of the decision.

6.0 Management Initiated Reclassification Studies

- 6.1 Management initiated reclassification studies will address broad categories of employees or certain classifications. They may be identified by colleges, district personnel office or employees' exclusive representatives, or stem from the Reclassification Review Board deliberations.
- 6.2 In order to initiate a broad study of classified positions, the Chancellor must recommend such action, subject to Board approval. (Board Policy, ([P-6221](#)))
- 6.3 Such studies may involve the Reclassification Review Board and/or an outside consultant.

7.0 Exclusions

- 7.1 This regulation is not subject to the grievance procedure.

LRCCD

Adm. Regulation Adopted: 4/6/83
Adm. Regulation Revised: 6/27/89
Adm. Regulation Reviewed:
Board Policy: None