

ARTICLE 9 RECLASSIFICATION OF POSITION AND CLASSIFICATION OF NEW POSITIONS

9.1 Definition

1. "Reclassification" means the modification of a position to a different classification as a result of a change in the responsibilities, duties, training, and/or experience requirements relative to the duties being performed by the incumbent in the position.
2. A position shall include a designated title, a regular minimum of assigned hours per day, days per week, and months per year, a specific statement of the duties required to be performed by the employees in each such position, and the regular monthly salary ranges for each such position.

9.2 Criteria

When an existing position and/or classification is recommended for reclassification, the request is referred by the immediate supervisor to the appropriate Vice President and then to the Chief Human Resources Officer (CHRO). It is then referred to the

Requests for reclassification may be made by the immediate supervisor or by a permanent employee. If the immediate supervisor denies the reclassification request, the employee has the right to proceed to the next level, i.e. Vice President.

If the appropriate Vice President denies the reclassification request or does not agree with the request, he/she should indicate his/her concerns in writing and forward the request to the (CHRO).

The Classification/Reclassification Committee shall then deliberate on the request and submit a recommendation to the (CHRO) on the following: new job title, new salary range (only for new positions), salary increase, no change in job title, proposed changes of hours and/or months of service, or deny the request.

The CHRO upon receiving the appropriate Vice President's recommendation shall forward the request to the V D Q G & O D V V L I L F D W L R Q 5

New Job Classifications

Classification requests occur on an ongoing basis.

The Classification/Reclassification Committee shall process classification requests within thirty (30) calendar days.

The Classification/Reclassification Committee shall deliberate on the request and submit a recommendation to the CHRO on the following: new job title, new salary range, salary increase, no change in job title, proposed changes of hours and/or months of service, or deny the request without prejudice to the rights of the association to litigate the matter in accordance with the law.

The parties agree to establish a joint committee of CSEA and Management representatives to review the current Reclassification Article/Process. The parties agree to develop a recommendation of a framework for an updated process to the parties respectively. (r G [3i(r)23(a)4(n)2