

ARTICLE 26 – RECLASSIFICATION

26.1 Purpose:

The purpose of this program is to provide an avenue through which unit members may have a position evaluated for reclassification.

26.2 Definitions:

Reclassification means the upgrade or downgrade of a position to a higher or lower classification as a result of the gradual change in duties in said position.

26.3 Criteria:

- a. Permanent employees serving three and one half (3.5) or more hours per day and a minimum of 184 days per year shall be eligible to apply for reclassification.
- b. Reclassification requests will be deemed pertinent if the Chapter Executive Board finds legitimate evidence that a stated position should be on a different range of the Classified Salary Schedule.

26.4 Responsibilities: Unit Member

Unit Member must obtain a form and submit the completed "Application for Reclassification" to the Chapter Executive Board for consideration. Unit Member must provide detailed information as to why stated position should be considered for reclassification.

26.5 Responsibilities: Chapter Executive Board

The Chapter Executive Board shall meet to evaluate member requests for reclassification within 3 months of said request. The Chapter Executive Board shall be responsible for comparing both the responsibilities and salary schedule for the stated position to the responsibilities and salary schedule of other similar or related positions. If the Chapter Executive Board finds credible evidence that a position may be eligible for reclassification, the findings will be forwarded to the Human Resource Office or Superintendent designee.

26.6 Responsibilities: Human Resources/Superintendent designee

Human Resources/Superintendent designee will be responsible to provide reclassification forms, "Application for Reclassification" to unit members upon request. Human Resources/Superintendent Designee shall meet with the Chapter Executive Board annually to evaluate applications. The decision of the Human Resource/Superintendent designee is final and is not grievable.

26.7 Understanding:

- a. The Superintendent Designee and CSEA will determine where stated position shall fall on the Classified Salary Schedule. All findings must be presented to the Silver Valley Unified School District Board of Trustees for final approval.
- b. Where a reclassification request is approved and the position is moved on the Classified Salary Schedule the incumbent of stated position will remain in the position and the job will not be posted as a vacancy.

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- c. Once a Unit Member has been through the process, whether granted or denied, he/she can not petition for reclassification of stated position for a minimum of 2 years from the date said petition was implemented.
- d. If the petition is denied, Human Resources/Superintendent Designee shall provide the chapter e-board an explanation for the denial. Additional, relevant evidence may be considered, at the District's discretion, if submitted in writing within 10 working days.
- e. Implementation timeline shall be negotiable.