

EXCERPT FROM 2021-2024 NVCCD/NVC-UCP AGREEMENT

ARTICLE 16 – RECLASSIFICATION

16.1 Reclassification is defined as the upgrading of a position to a higher classification as the result of significant changes in the position. Reclassifications may be initiated by the employee or by the supervisor. Only regular employees or supervisors of regular employees may request a reclassification.

16.2 CRC Membership Composition

The Classification Review Committee (CRC) will meet monthly, to review and discuss the recommendations from the Human Resources Analyst, Classification and Compensation. Using a consensus model, the committee shall make best collegial effort to come to a unanimous conclusion, with a final decision to be made by majority if a unanimous decision is not possible. If additional information is needed to make a final recommendation, the committee may interview the applicant. If no agreement can be made with regard to a reclassification request, the position will remain at its current classification.

Reclassification of position requests shall be subject to meet and confer between the Union and the District prior to presentation to the Board. The CRC will review reclassification requests for positions covered by this contract. The CRC shall consist of two (2) persons appointed by the Union, who shall serve on release time, two (2) persons appointed by the District, the Human Resources Analyst or designee, and the Associate Vice President, Human Resources and Training & Development and Title IX Coordinator (the chief human resources officer) or designee. In the event that a Union representative is unable to attend the meeting, the Union President or SEIU Field Representative may attend in their absence. All members serving on this committee must complete a training on the reclassification review process. Alternates must complete the training on reclassification review process and attend one CRC meeting with the purpose of observation. While serving on the committee to replace a voting member, alternates will have voting rights during their attendance. The Union and District appointed representatives make the final recommendations, except for the following:

- a) Union representatives may participate in the discussion but cannot make recommendations for positions within the same classification.
- b) Supervisors may participate in the discussion but cannot make recommendations for positions for which they supervise.

Membership on this committee will rotate every three years for Union and District appointments. Membership should reflect diversity from the campus, thus each department can only have one (1) representative at a time.

The functions of the committee shall be to review and discuss new or modified positions submitted by the District, and to consider any reclassification requests submitted by the District or employees according to the procedures outlined below.

16.3 Reclassification Request Procedures

16.3.1 Employees or supervisors may submit a Reclassification Request Questionnaire (RRQ) year round.

- 16.3.2 A RRQ must be completed by each employee or supervisor seeking a reclassification.
- 16.3.3 The RRQ is available for electronic submission on the Office of Human Resources, Training and Development (OHRTD) website.
 - 16.3.3.1 An employee-initiated RRQ is routed to the employee's supervisor for completion of the supervisory portion. The RRQ will also be submitted to OHRTD for tracking purposes. Upon completion of the supervisory portion, the RRQ is routed to the OHRTD.
 - 16.3.3.2 A supervisor-initiated request will include employee participation prior to submission. A supervisor-initiated RRQ is routed to the OHRTD.
- 16.3.4 The entire time period for review of a RRQ should not exceed ninety (90) days from date of submission to OHRTD.
 - 16.3.4.1 For employee-initiated reclassification requests, supervisors have up to fourteen (14) calendar days to complete the supervisory portion and route the RRQ to the OHRTD. If the OHRTD does not receive the completed RRQ after fourteen (14) calendar days, supervisor input may not be considered, and the reclassification request process will move forward.
- 16.3.5 Upon receipt of receiving the RRQ, the Human Resources Analyst shall review the request and meet with individual employees to assess if they meet the reclassification criteria as set forth in the RRQ application. An incomplete RRQ will not be considered a submission and will be returned to the employee. It is the employee's responsibility to complete the RRQ and resubmit it to the OHRTD.
- 16.3.6 The Human Resources Analyst will present the findings of their assessment to the CRC for review and consideration. Requests not meeting the criteria will not be considered and will be returned to the employee. There will be no appeal or grievances to this decision.
- 16.3.7 The chief human resources officer and the Human Resources Analyst will make recommendations concerning changes to the proposed job descriptions. The recommendations will be processed and analyzed utilizing the software acquired during the 2017-2018 Classification and Compensation Study. The results of the analysis will be presented to the CRC for review.
 - 16.3.7.1 The Office of Human Resources, Training and Development will provide a draft job description and factoring utilizing the software that was acquired during the 2017-2018 Classification and Compensation Study.
 - 16.3.7.2 The software acquired during the 2017-2018 Classification and Compensation Study shall be utilized in assessing reclassification requests. The recommendation will also address the position in relation to the other positions in the unit.

- 16.3.8 Once the CRC reaches agreement on the reclassification requests, the chief human resources officer will review all job descriptions and factoring for approved reclassifications and will forward these recommendations to the Board of Trustees at the next scheduled monthly board meeting. Approved reclassifications will be effective the following business day after the board meeting.
- 16.3.9 Upon approval of the Board of Trustees, the OHRTD shall notify the employee and/or supervisor in writing of the reclassification decision.
- 16.3.10 There is no appeal process for employees or supervisors who do not agree with a reclassification decision. However, an employee or supervisor may apply/re-apply each year.
- 16.3.11 Regardless of outcome, the party making the request for reclassification must wait at least one (1) year from the date of the request before applying for an additional reclassification review.