Classification Review Committee Training

A PROCESS FOR FAIR AND EQUITABLE RESULTS
Agenda

Introductions
Warm Up Quiz
Compensation Concepts
Key Contract Article
Classification Review
Process/Worksheet
Examples

Note: Focus on best practices; not intended to be legal advice or interpretations
Introduction

Your Role

What experience do you have with any reclassification process?

What would you like to learn today?
Warm-Up Quiz

1. A desk audit is a great way to find out how a person organizes their desk. (True or False)

2. Requests for a classification review can be submitted every:
   a. 1 year
   b. 2 years
   c. 3 years

3. A reclassification if approved always results in a re-class into a higher paying position. (True or False)

4. A reclassification is granted when:
   a. New technology is implemented even if the change is consistent with the employee’s current classification
   b. An employee has served in a position for at least 10 years.
   c. The Vice Chancellor of Human Resources approves the Committee’s recommendation to reclassify.

5. When reviewing a classification review, it is essential that you consider the person and the level of competence that you’ve observed performing the job. (True or False)

6. Except in the case of Article 16, Temporary Out of Class, bargaining unit members must have served in the position for at least one year before the request for a Classification Review can be submitted. (True or False)

7. When reviewing classification information, you are limited to reviewing information submitted to the committee. (True or False)

8. If the Reclassification recommendation is not approved for financial or organization reasons, the employee will be expected to continuing working out of class. (True or False)
Why Is a Standard Review Process Necessary?
How Does a Classification Review Fit in the Context of Compensation

<table>
<thead>
<tr>
<th>Article 16</th>
<th>Temporary Out of Class</th>
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</thead>
<tbody>
<tr>
<td>• Leave replacement</td>
<td></td>
</tr>
<tr>
<td>• Active recruitment (up to 90 days)</td>
<td></td>
</tr>
<tr>
<td>• Backfill from Interim Appt (up to 2 years)</td>
<td></td>
</tr>
<tr>
<td>• Special projects /duties (up to 180 days)</td>
<td></td>
</tr>
<tr>
<td>• Dept Assessment/</td>
<td></td>
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<tr>
<td>• Position Review (up to 180 days)</td>
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</table>

| Assignment to a classification at a higher range of the salary schedule |
|• Typical minimum 5% salary increase, but not beyond highest step |

<table>
<thead>
<tr>
<th>Article 18</th>
<th>Demotion (Voluntary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Salary placement on step in new lower range closest to current salary</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article 19</th>
<th>Classification Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 19.2 Reclassification – upgrade of a position to a higher classification as a gradual increase of duties</td>
<td></td>
</tr>
<tr>
<td>• 19.3 Reorganization – duties of position change due to a redistribution of tasks and/or responsibilities (operational review of operational priorities and/or span of control)</td>
<td></td>
</tr>
</tbody>
</table>

Note: all are calendar days
Fair Compensation in an Academic Environment

- Formal Salary Structure with Collective Bargaining Agreements
- Processes for Compensation
- Less Ambiguity
- Process for Requesting Review
What Is the Focus of the Review?

- Scope
- Span of Control
- Complexity
Classification Review

Essential Functions

Knowledge

Notice and Opportunity to Bargain

Skills

Job title

Position

Abilities

Levels of Authority

Specific duty

Salary Range

Reclassification

Technology Change

District Right To Assignment

Accountability
Fair and Equitable Process

1. Open to the Outcome
2. Focus on Facts Presented
3. Request Additional Information If Needed
Objectivity and Consistent Application of Standards
Effect of New Technology

Classification Change or Change in Process/Tools
Review Process

Step 1 – Conformance with Article 19

Step 1:

- Was the review request submitted between October 1st and November 30th of the current fiscal year? (19.6)
- Has the Bargaining Unit Member served for at least one year in the current classification? (19.4.4)
- Has it been at least 3 years since the Bargaining Unit Member has requested a classification review? (19.4.4)
Review Process
Step 2 - Need for Desk Audit

- Is the information specific enough for you to determine if there has been a significant change in the job content (required knowledge, skills, abilities, responsibility and accountability? (19.4.1)

- Has there been a significant change in the job content (required knowledge, skills, abilities, responsibility and accountability? (19.4.1)

- If there are key differences between the Bargaining Unit Member and the Immediate Supervisor, do you have sufficient information to continue the review? If not, seek clarification or consider a desk audit. (19.6.3)
Review Process
Step 3 – Significance of Change

- Has there been a significant change in the job content (required knowledge, skills, abilities, responsibility and accountability? (19.4.1)

- If there are key differences between the Bargaining Unit Member and the Immediate Supervisor, do you have sufficient information to continue the review? If not, seek clarification or consider a desk audit. (19.6.3)
Possible Outcomes

- Review
- Re-class Recommended and Approved
- Re-class Recommended and Not Approved
- Re-class Not Recommended
Classification Review Form

YOSEMITE COMMUNITY COLLEGE DISTRICT
CLASSIFICATION REVIEW FORM

Name: ________________________________
Supervisor’s Name and Title: ________________________________

Current Classification Title: ________________________________
Work Phone Number: ________________________________

College/Department/Unit: ________________________________
Is the Immediate Supervisor Statement Signed? ________________________________

EMPLOYEE’S STATEMENT

Please review your most recent job description at https://www.yosemite.edu/hr/cerviceclassification/ and:
In five to six sentences below, briefly and accurately describe any essential job duties and/or functions that have been added, changed or removed.

JOB FUNCTIONS: DUTIES AND RESPONSIBILITIES

The following information you provide is the most important part of this documentation. Please provide the information in a manner so that anyone reviewing this information will be able to understand. PLEASE CLEARLY INDICATE THROUGHOUT THE CHARTS IF CHANGES IN DUTIES ARE TEMPORARY OR PERMANENT.

Avoid abbreviations, vague, or abstract words, such as “assists,” “handles,” “keeps,” or “prepares,” unless you describe how you assist, what you prepare, etc. For example:

BE SPECIFIC: A CONCRETE (See below)
• Receives, opens, time stamps, and distributes incoming mail
• Calculates, verifies, and posts billing amounts
• Maintains accounts records on the flow of target information, output records, machine operators, operator assignments, and staff time

DON’T BE VAGUE: (See below)
• Assists in handling mail
• Prepares final billings
• Keeps records

It is the responsibility of the employee to submit completed and signed documentation to Human Resources by November 30th.
Significant Changes
Time?

**FREQUENCY**

Provide the approximate percent of time you spend on each essential duty. The total of all percentages should not be more than 100 percent.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Hours per Week</th>
<th>Time per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>2</td>
<td>2.5 weeks</td>
</tr>
<tr>
<td>10</td>
<td>4</td>
<td>5 weeks</td>
</tr>
<tr>
<td>15</td>
<td>6</td>
<td>1 month</td>
</tr>
<tr>
<td>20</td>
<td>8</td>
<td>1.5 months</td>
</tr>
<tr>
<td>25</td>
<td>10</td>
<td>3 months</td>
</tr>
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</table>
Significant Change
Test of Time - Examples
Importance?

<table>
<thead>
<tr>
<th>IMPORTANCE</th>
<th>1 = MINOR</th>
<th>2 = AVERAGE</th>
<th>3 = CRITICAL</th>
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</table>

Significant Change
Importance- Examples
Essential Job Functions: Duties and Responsibilities
Let’s Review the Example
Summary Form

YOSEMITE COMMUNITY COLLEGE DISTRICT
CLASSIFICATION REVIEW FORM

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date Requested:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Classification Title:</td>
<td>Work Phone Number:</td>
</tr>
</tbody>
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**Eligibility (Conformance with Article 19)**

- Was the review request submitted between October 1st and November 30th of the current fiscal year? (19.4.4)  
  - Yes  
  - No

- Has the Bargaining Unit Member served for at least one year in the current classification? (19.4.4)  
  - Yes  
  - No

- Has it been at least 5 years since the Bargaining Unit Member has requested a classification review? (19.4.4)  
  - Yes  
  - No

**Change in Job Context**

- Is the change in the job context/workload consistent and continuing? (19.4.4)  
  - Yes  
  - No

- Is the increased workload and normal increase in skills, experience, proficiency, and adaptation to new technologies appropriate with the duties of the existing classification?  
  - Yes  
  - No

- Has there been a significant change in the job context/workload that warrants a reclassification?  
  - Yes  
  - No

**Information Considered:**

- Current Job Description  
- Other Job Descriptions  
- Classification Review Form  
- Desk Audit: Date completed  
- By whom  
- Lead with Innovative Supervisor  
- Met with Bargaining Unit Member
1. A desk audit is a great way to find out how a person organizes their desk. (True or False)

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Thank you!!!