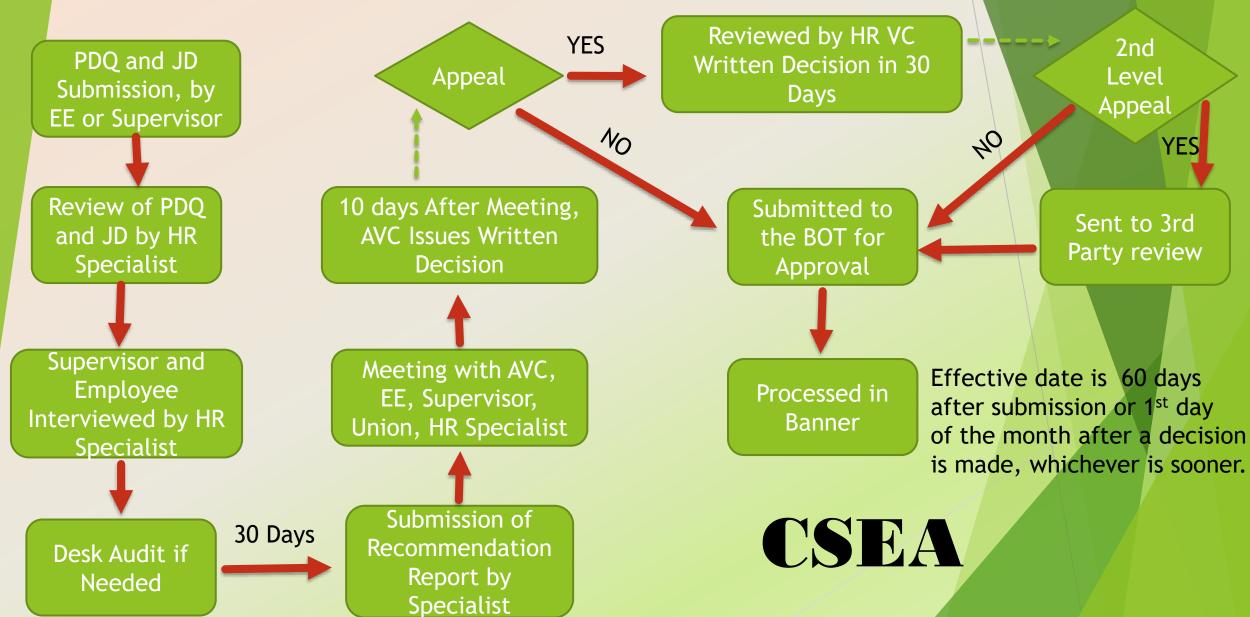
RECLASSIFICATION PROCESS

By the Office of Human Resources & Equal Opportunity

Reclassification Process by Collective Bargaining Agreement Reviewed by HR VC YES 2nd PDQ and JD Written Decision in 30 **Appeal** Level Submission, by Days **Appeal** EE or Supervisor YES Review of PDQ 10 days After Meeting, Submitted to Sent to 3rd **AVC Issues Written** the BOT for and JD by HR Party review Specialist Decision **Approval** Supervisor and Meeting with AVC, Employee Processed in Effective date is EE, Supervisor, Interviewed by HR The Date of Submission Banner Union, HR Specialist Specialist 45 Days Submission of Teamsters If Possible Recommendation Desk Audit if Report by Needed Specialist

Reclassification Process by Collective Bargaining Agreement Reviewed by HR VC YES 2nd PDQ and JD Written Decision in 30 **Appeal** Level Submission, by Days **Appeal** EE or Supervisor YES Review of PDQ 10 days After Meeting, Submitted to Sent to 3rd HR Specialist issues the BOT for and JD by HR Party review Specialist final report **Approval** Supervisor and Meeting with AVC, Employee Processed in EE, Supervisor, Effective date is Interviewed by HR Banner Union, HR Specialist The Date of Submission Specialist -Scheduled within 10 days of 1st report ACC **Preliminary** 30 Days * Recommendation Desk Audit if Report by Needed * Request may be made by either party to extend timeline Specialist

Reclassification Process by Collective Bargaining Agreement



NO CBA GOVERNED RECLASSIFICATION PROCESS

POA

Reclassification Process by Meet and Confer Handbook

PDQ and JD Submission, by EE or Supervisor

Review of PDQ and JD by HR Specialist

Supervisor and Employee Interviewed by HR Specialist

> Desk Audit if Needed

Appeal

YES APPEAL REQUESTED

NO APPEAL REQUESTED

Ommittee evaluates

Classification Committee will review appeal and inform employee of final decision within 30 Days

Committee evaluates report and notifies employee of a decision within 30 days

Submitted to the BOT for Approval

HR Specialist submits an analysis report to the confidential classification committee

Processed in Banner

Effective date is
The Date of Submission

Confidentials

Reclassification Process by Meet and Confer Handbook Classification Committee will YES APPEAL REQUESTED review appeal and inform employee of final decision **Appeal** within 30 Days PDQ, JD, Org NO APPEAL REQUESTED Charts and supporting Submitted to documents President and The committee evaluates submission, by Chancellor documents and notifies EE, Supervisor, for approval employee of a decision HR or the AMA reclassification within 30 days committee Submitted to the BOT for Approval Processed in Banner HR Specialist gathers submitted documents to the AMA reclassification Effective date is committee for review The Date of Submission

COMPARISSION

Group	Who Can Submit	First Notification/ report to EE timeline	Initial review and report by	Final Review by	1st Level Appeal Review by	2 nd Level Appeal Review by
Teamsters	EE or Supervisor	45 days if possible	HR Specialist	HR AVC	HR VC	3 rd Party
ACE	EE or Supervisor	30 days, extension by request	HR Specialist	HR Specialist	HR VC	3 rd Party
CSEA	EE or Supervisor	30 Days	HR Specialist	HR AVC	HR VC	3 rd Party
Confidentials	EE or Supervisor	30 days	HR Specialist	Confidential Committee	Confidential Committee	3 rd Party
AMA	EE, HR, Supervisor or AMA Committee	30 days	AMA Committee	HR VC and College President	AMA Committee	No 2 nd Level appeal