

**ARTICLE 23**  
**RECLASSIFICATION**

**23.1 Definition**

Reclassification means the redefining of a position to account for changes in technology, duties, or work that may alter the nature of the current classification and includes the upgrading of a position to a higher classification as a result of an increase in the responsibility level of the duties being performed by an incumbent in a position or if the duties being performed by an incumbent are inconsistent with his/her classification.

**23.2 Request for Reclassification**

During the month of October each year, reclassification may be requested for any position in Article 2 of this Agreement.

The request for reclassification shall contain the following:

- a) The classification or position to be reclassified;
- b) The existing job description and salary placement;
- c) The proposed job description;
- d) The basis for the reclassification;
- e) If a position is reclassified and there is no incumbent, the job shall be posted.

**23.3 Reclassification Panel**

Reclassification requests shall be reviewed by a panel composed of one (1) District appointee, one (1) CSEA appointee, and one (1) neutral chosen and approved by the District and CSEA. The cost, if any, of the neutral shall be equally shared between the District and CSEA. The panel shall meet once a year in November. The District, CSEA, and the unit member may present information to the panel either orally and/or in writing.

**23.4 Decision of the Panel**

The deliberation of the Panel shall take place in closed session. The Panel shall have the authority to adopt, reject, or modify the reclassification request. Two (2) of the three (3) Panel members must agree for a reclassification to be adopted or rejected. All Panel members shall sign the decision. No dissenting opinion shall be issued. The decision of the Panel shall be binding and shall be effective on January 1<sup>st</sup> following the decision. The District will let the unit members know the decision of the Panel within ten (10) days.

**23.4 Implementation of Decision**

The unit member whose position is reclassified shall be placed on the step and range of his/her new classification that provides at least a five percent (5%) salary increase. Any recommendation for a change in the job description shall be subject to negotiations between CSEA and the District.