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|------------------|-------------------------------------|-------------------------------|-------------------------------------|
| Policy Change    | <input checked="" type="checkbox"/> | Subject Matter Area Review    | <input checked="" type="checkbox"/> |
| Procedure Change | <input checked="" type="checkbox"/> | Constituency Group Review     | <input checked="" type="checkbox"/> |
| New Policy       | <input type="checkbox"/>            | District Council              | <input type="checkbox"/>            |
| New Procedure    | <input type="checkbox"/>            | Board 1 <sup>st</sup> Reading | <input type="checkbox"/>            |
|                  |                                     | Board 2 <sup>nd</sup> Reading | <input type="checkbox"/>            |

**KEY:**  
**BOLD=** new language  
~~strikethrough=~~ delete language

Comments:

Updates provided by HR using CCLC templates to inform recommended revisions

Referred to:

Edited:

3/16/16

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**Policy**

**7232 Classification Review**

The Chancellor shall establish procedures that require the Yosemite Community College District to conduct a **regular periodic** review of Classified Bargaining Unit and Leadership Team positions.

Implementation is subject to negotiation, ~~with each position undergoing and completing a review a minimum of once every five years.~~ All reclassification actions shall be subject to review and confirmation by the Chancellor and Board of Trustees.

**References:**

**Education Code Sections [88001](#) and [88009](#)**

**Adopted:** June 28, 2004

**Revision Adopted:** October 14, 2009

**Last Reviewed:**

**Administrative Procedure**

**7232 Classification Review**

Review of class specifications shall be undertaken as needed to revise and update the duties and/or responsibilities of positions in the leadership team and classified bargaining unit. Decisions regarding reclassifications shall be based on substantial and permanent changes in the level of duties and responsibilities of the position assigned by the District.

1. If a supervisor determines a position needs to be reviewed for possible reclassification, the supervisor shall submit a request for reclassification.
2. The request shall include:
  - A Position Description Questionnaire (PDQ) completed by the incumbent and the supervisor
  - A copy of the employee’s current job description
  - Any supporting documentation
  - Current and proposed organization charts of the department
3. Human Resources shall review requests for reclassification and study all documents submitted. Human Resources may involve or use an outside classification expert.
4. The Vice Chancellor of Human Resources shall, upon conclusion of the classification review, provide a reclassification decision to the management supervisor.
5. All recommendations for reclassification are subject to Board approval.

The Classification Review Process shall:

- 1) Provide a cyclical job classification review for Leadership Team and classified positions in which each position shall be reviewed for accuracy. Each year, classified employees and Leadership Team members, whose job classifications have been identified for review (based on job family and/or job series), will be requested to submit a Classification Review Document (CRD) for classification review and analysis; and
- 2) Provide an individual job classification review for Leadership Team and classified positions. Annually, classified employees and Leadership Team members will have the opportunity to submit their current position for classification review and analysis. Requests for position reviews may be submitted by the employee and/or immediate supervisor.

Process Notification – Annually, Human Resources will open the process and set a submission deadline. Notification and required forms will be sent to classified staff and leadership team members via email and will be available on the HR website. Employees will submit completed and signed Classification Review Documentation and completed and signed Supervisor’s Statements to the Human Resources Office for review by the [District Classification Review Advisory Committee](#).

1 Recommendations—The Committee will make recommendations to Human Resources and the Chancellor  
2 regarding reclassification changes, if any. Upon review and approval, Human Resources will send final  
3 recommendations to each employee, with a copy to the immediate supervisor.

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5 Decision/Implementation—Human Resources will forward final recommendations to the Chancellor for  
6 placement on the Board Agenda for Board approval.

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8 Appeal—Employees may appeal the classification recommendation. Appeals must be made in writing.  
9 Requests will be directed to, and reviewed by, the Vice Chancellor of Human Resources and the  
10 Chancellor.

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12 The complete Classification Review Process is available to all employees through the Human Resources  
13 Department and on its website.

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15 If an employee's position is reclassified to a salary range two or more ranges higher, the effective date of  
16 the reclassification will become the new anniversary date.

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18 Regular employees in positions reclassified upward two or more salary ranges shall be placed at that step  
19 in the new range which provides for at least a five (5) percent increase except that no employee will be  
20 placed beyond the sixth step of any range.

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22 Regular employees in job classifications allocated to a lower salary range will be y-rated.

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24 *(Definition of Y-Rate: Y-rate means the continuance of an existing salary amount when an employee's job  
25 classification is allocated to a lower salary range. The affected employee shall continue to receive this  
26 salary amount until the corresponding step placement on the new salary range equals or exceeds the  
27 "frozen" salary amount.)*

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29 I. Procedure for Organizational Change

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31 A. Requests for organizational change shall be submitted through administrative channels to the  
32 Chancellor by a member of the management team. Upon approval, a recommendation may  
33 be made by the Chancellor to the Board of Trustees requesting abolishment of an existing  
34 position and authorization for a replacement position. Staffing of the resultant position will  
35 be accomplished by:

36  
37 1. Open Competition

38 Standard District competitive procedures on classified recruitment and selection will  
39 apply. An incumbent displaced by organizational change will be retained in  
40 employment with no change in job classification contingent upon existing vacancies.

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42 2. Direct Appointment

43 If an encumbered position is to be abolished and replaced with a new position in an  
44 equal or higher classification, the appointing authority may recommend that the  
45 incumbent be appointed to the resultant position. This action is contingent upon a  
46 favorable review of employee qualifications, performance evaluations, and class  
47 employment standards.

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~~B. Selection of either of the above options shall be upon the recommendation of the appointing authority and approval of the Chancellor or designee. For purposes of this procedure, organizational change refers to a significant modification to an existing classified position(s), which results in the creation of a new position(s) in a previously non-existent job classification.~~

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**Procedure Last Revised:** June 13, 2007, March 13, 2013  
**Last Reviewed:**