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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 st Reading | <input type="checkbox"/> |
| | | Board 2 nd Reading | <input type="checkbox"/> |

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

Comments:

Necessary language is contained in DRAFT 7232 Classification Review and collective bargaining agreement Article 20: Classification Review. 7-8037, 7-8053 and AP ONLY in 7232 Recommended for deletion.

Referred to:

Edited:
1/17/18



Policy

7232 Classification Review

The Chancellor shall establish procedures that require the Yosemite Community College District to **annually hold an open period to** conduct a **regular** review of Classified Bargaining Unit **and Leadership Team** positions, **at the request of an eligible bargain unit members.**

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](#); CSEA CBA

Adopted: June 28, 2004

Revision Adopted: October 14, 2009

Last Reviewed:

Administrative Procedure

7232 Classification Review

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](#).

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

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

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

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

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

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

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

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

5
6 **I. Procedure for Organizational Change**

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8 **A.** Requests for organizational change shall be submitted through administrative channels to the
9 Chancellor by a member of the management team. Upon approval, a recommendation may
10 be made by the Chancellor to the Board of Trustees requesting abolishment of an existing
11 position and authorization for a replacement position. Staffing of the resultant position will
12 be accomplished by:

13
14 **1. Open Competition**

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

18
19 **2. Direct Appointment**

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

25
26 **B.** Selection of either of the above options shall be upon the recommendation of the appointing
27 authority and approval of the Chancellor or designee. For purposes of this procedure,
28 organizational change refers to a significant modification to an existing classified position(s),
29 which results in the creation of a new position(s) in a previously non-existent job classification.

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31 **References:**

32 **Education Code Sections 88001 and 88009**

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

35 **Last Reviewed:**