

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

GUIDE FOR RECLASSIFICATION

Who can initiate a reclassification? Employee or Supervising Manager

A POTENTIAL RECLASSIFICATION

- substantial and permanent change in level of duties and responsibilities assigned by the manager.

NOT A RECLASSIFICATION

- increase in volume of work
- performance of work at the same level in a different program or department
- performance of duties not assigned by the manager.

- STEP 1 Employee or supervising manager contacts Classification Specialist (650) 949-6228 for appropriate reclassification packet.
- STEP 2 Employee or supervising manager completes reclassification application as outlined, attaching all requested materials.
- STEP 3 Employee or supervising manager submits reclassification application to Classification Specialist in the District office.
- STEP 4 Classification Specialist contacts employee to schedule desk audit which includes verifying and clarifying information submitted. Classification Specialist will also contact supervising manager to gather information.
- STEP 5 Once desk audit is complete, the Classification Specialist gathers any additional information needed and writes a recommendation. A copy of the recommendation is submitted to the employee and supervising manager for review.
- STEP 6 The Classification Specialist shall schedule a meeting to consider the report as soon as practical. For the District, a representative from Human Resources, the Classification Specialist, and the appropriate administrator(s) and supervisor(s) shall attend. The worker(s) and his/her representative(s) shall attend. The meeting shall be informal and shall not be conducted like an evidentiary or trial-type hearing, although there may be written statements and documents presented. There shall be a full discussion of the report and of any suggested alternatives. There shall be no witness testimony at the meeting.

If more information is necessary the meeting shall be adjourned and reconvened but in no case shall this step take more than 30 days.

The Director of Human Resources shall issue a written decision within ten (10) working days after the meeting. Copies of the decision shall be distributed to meeting participants.

RECLASSIFICATION DO'S

Do submit an accurate organizational chart showing all employees with titles and levels.

Do meet with your employee and go through his/her current job description making it clear what duties are expected to be performed.

Do have the employee perform duties within the scope of the job description even though he/she is capable of doing higher level work.

RECLASSIFICATION DON'TS

Do not initial duties on page 2 of the application if they are stated incorrectly by the employee.

Do not assign duties to an employee that are outside the scope of his/her current classification unless you have budget for a permanent reclassification.

Do not use reclassification as a merit system or a reward for longevity.