

ARTICLE 21 - RECLASSIFICATION

21.1 INDIVIDUAL BARGAINING UNIT MEMBERS RECLASSIFICATION REQUESTS:

Members of the bargaining unit having permanent status may request reclassification of the position they occupy by completing and submitting to the Joint Reclassification Committee a Reclassification Request Form. The Joint Reclassification Committee shall, during the month of February, review all requests and determine which shall be granted, denied, or require further study. Requests may be based on the individual position within the classification having changes in the kind and/or level of required duties or required responsibilities or may be based on the entire classification having changes in the kind and/or level of required duties or required responsibilities.

In circumstances where the entire classification has changed in the kind and/or level of required duties or required responsibilities, the District/CSEA negotiations teams, or Joint Reclassification Committee, shall review all classifications in a job family.

Reclassification requests shall not be solely based upon a comparison of external salary data and may not be based upon increased volume of work for which other remedies may exist. Reclassification requests shall be accepted during the period from January 1 through January 31, 1996 and every even year thereafter.

Reclassification requests shall only be considered during odd numbered years for unusual or extraordinary reasons and by mutual agreement of CSEA and the District.

Reclassification requests which do not comply with the established criteria and directions as stated in the reclassification form or which are incomplete shall be rejected. Factors considered by the negotiations teams when evaluating reclassification requests include knowledge, complexity, accountability, and working conditions.

21.2 JOINT RECLASSIFICATION COMMITTEE

21.2.1 *“Committee Membership”*

A joint committee of representatives of the Burbank Unified School District and California School Employee’s Association members shall consist of six voting members. The committee shall be comprised of the Superintendent or designee, CSEA President or designee, 2 District management personnel and 2 CSEA bargaining unit members.

The Superintendent or designee and the CSEA President or designee shall be permanent members of the committee. An alternate for each group shall be identified to replace a member who cannot be present for a meeting. Meetings shall be held at mutually agreed upon dates and times. Additional management personnel and CSEA bargaining unit members may requested to act as resources to present information to the Committee.

21.2.2 *“Procedure”*

The joint committee shall meet in February to review reclassification requests submitted. The joint committee shall evaluate all of the following factors in its recommendations for reclassification:

- 1) regularly assigned changes in the kind and/or level of required duties or required responsibilities, including the factors of knowledge, complexity, accountability, and working conditions;
- 2) comparison of external salary data;
- 3) effect of any salary range changes on the internal salary range hierarchy; and
- 4) other pertinent factors.

Recommendations of the Joint Committee shall be presented to the District/CSEA negotiations teams. Any action on salary range changes or job descriptions agreed to by CSEA and the District shall be effective or made retroactive to July 1 of the fiscal year following the date of the reclassification request.

If the Committee cannot agree on a joint recommendation, CSEA or the District may submit a proposal regarding a reclassification request to the District/CSEA negotiations teams. The outcome of a reclassification request shall not be subject to the grievance procedures.

21.3 NEWLY CREATED AND VACANT POSITIONS

The District shall have the sole discretion to classify newly created positions including but not limited to establishing or modifying the position description or title. Salary range on the classified salary schedule shall be subject to negotiations between the District and CSEA.

21.4 For information purposes, a comprehensive reclassification study was completed in 1987-88 (Ewing Study) and the Joint Reclassification Committee process was established in 1989-90.