

EXCERPT FROM 2021-2024 NVCCD/NVC-UCP AGREEMENT

ARTICLE 16 RECLASSIFICATION

16.1 Reclassification is defined as the upgrading of a position to a higher classification as the result of significant changes in the position. Reclassifications may be initiated by the employee or by the supervisor. Only regular employees or supervisors of regular employees may request a reclassification.

16.2 CRC Membership Composition

The Classification Review Committee (CRC) will meet monthly, to review and discuss the recommendations from the Human Resources Analyst, Classification and Compensation. Using a consensus model, the committee shall make best collegial effort to come to a unanimous conclusion, with a final decision to be made by majority if a unanimous decision is not possible. If additional information is needed to make a final recommendation, the committee may interview the applicant. If no agreement can be made with regard to a reclassification request, the position will remain at its current classification.

Reclassification of position requests shall be subject to meet and confer between the Union and the District prior to presentation to the Board. The CRC will review reclassification requests for positions covered by this contract. The CRC shall consist of two (2) persons appointed by the Union, who shall serve on release time, two (2) persons appointed by the District, the Human Resources Analyst or designee, and the Associate Vice President, Human Resources and Training & Development and Title IX Coordinator (the chief human resources officer) or designee. In the event that a Union representative is unable to attend the meeting, the Union President or SEIU Field Representative may attend in their absence. All members serving on this committee must complete a training on the reclassification review process. Alternates must complete the training on reclassification review process and attend one CRC meeting with the purpose of observation. While serving on the committee to replace a voting member, alternates will have voting rights during their attendance. The Union and District appointed representatives make the final recommendations, except for the following:

- a) Union representatives may participate in the discussion but cannot make recommendations for positions within the same classification.
- b) Supervisors may participate in the discussion but cannot make recommendations for

16.3.2 A RRQ must be completed by each employee or supervisor seeking a reclassification.

16.3.3 The RRQ is available for electronic submission on the Office of Human Resources, Training

16.3.8 Once the CRC reaches agreement on the reclassification requests, the chief human resources officer will review all job descriptions and factoring for approved reclassifications and will forward these recommendations to the Board of Trustees at the next scheduled monthly board meeting. Approved reclassifications will be effective the following business day after the board meeting.

16.3.9 Upon approval of the Board of Trustees, the OHRTD shall notify the employee and/or supervisor in writing of the reclassification decision.

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