



**MONTEREY PENINSULA**  
College

**ADMINISTRATIVE PROCEDURES**

**Chapter 7 Human Resources**

**7232**

**AP 7232 Classification Review for Unrepresented Employees**

Every position in the classified service in the District shall be assigned a classification. These classifications will determine the salary levels that shall be applied to these positions. Review of class specifications to revise and update the duties and/or responsibilities of positions in the classified service shall be undertaken during the annual review process and when positions in the classification are vacant and under consideration for being filled again.

**Classification Plan**

The duties and responsibilities of the members of the classified service shall be fixed and prescribed by the District and adopted by the Board. Each position shall be allocated to a class, following the principle that positions shall be in the same class when their duties and responsibilities are enough alike to justify the same or similar employment standards, skills, ability requirements and compensation.

1. **Class Specification**

A written class specification shall exist for each class approved by the Board and shall contain (1) the official class title and definition, (2) representative duties, (3) distinguishing characteristics of positions where appropriate, and (4) minimum qualifications of applicants such as knowledge, skills, education and experience. Class specifications should not be construed as declaring the specific duties and responsibilities of any one position. Copies shall be made available on the Human Resources website.

2. **Allocation of Position Classes to Salary Ranges**

Upon the recommendation of the Superintendent/President, classes of positions shall be assigned by the Board to designated salary ranges.

3. **Duties of Classified Employees**

Duties may include, but are not limited to, those given as examples in the class specifications for the position to which the employee is assigned. An employee is required to do related duties as assigned by the assigned supervisor or manager.

4. **Revision of the District Classification Plan**

Substantive revisions of a job classification shall be approved by the Board, including the establishment or abolishment of a class or classes.



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No employee shall be demoted or dismissed as a result of reclassification of a position or class of positions except as may otherwise be permitted by law.

**Reclassification for Unrepresented Employees**

Reclassification is the process of determining through job analysis whether the current classification, as evidenced in the job description, matches the duties and responsibilities of the position. 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.

**Restrictions**

- An increase in the volume of work shall not be the basis for a reclassification.
- Positions which have been in existence for less than one year are not eligible for reclassification.
- An employee whose position has been reclassified may not apply for another reclassification for at least two years from the date of the last reclassification request.
- An employee who has applied for and been denied a reclassification may not reapply unless the employee's work duties are changed and are inconsistent with the job description for the employee's classification subsequent to the denial.

**Request for Reclassification Initiation**

A request for reclassification of a position or group of positions may be initiated by management or by the employee.

**Management-Initiated Review**

When the District initiates a reclassification, it will notify the employee and/or employees with that same position as a group prior to the reclassification being sent to the Board of Trustees, with ample opportunity for the employee and/or employees with that same position as a group to review the proposal and provide feedback.

**Employee-Initiated Review**

- An employee may submit a request for reclassification to the Chief Human Resources Officer and the employee's supervisor and/or manager between June 1 and July 1.



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- The employee must be serving in a confidential or supervisory position and must have been performing the work, which is the basis for the reclassification request, for at least one year before the reclassification request.
- The employee(s) shall retain a copy of the request packet.

#### Contents

A reclassification request shall include:

- A reclassification request memorandum/narrative or form (if available)
- A copy of the employee's current job description (available from Human Resources)
- A copy of the job description for the proposed classification; and
- Any additional supporting documentation.
- In the case of a management-initiated review, the reclassification request shall also include current and proposed organizational charts showing all positions with current employees and vacancies listed.

#### Multiple Requests

Requests for reclassification from more than one worker in the same classification at the same time may be consolidated.

### **Reclassification Consultant**

#### Duties

The reclassification consultant will prepare an analysis and report on the request for reclassification. The analysis will include whether there is currently an appropriate classification within the District, whether duties should be deleted or added and whether the proposed new job description should be revised.

#### Selection

The reclassification consultant shall be chosen by the District. The cost of the reclassification consultant fee shall be borne by the District.



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#### Review

The reclassification consultant will receive the reclassification packets and will review based upon the following:

- The completed reclassification request
- Desk audit, if deemed necessary
- Internal or external audits of other similar or related positions as necessary, e.g., comparable positions existing elsewhere within the District
- Interviews with the employee and employee's supervisor and/or manager
- Any other relevant information requested by the Consultant

#### Report

The Consultant will issue a report to the Chief Human Resources Officer within ninety (90) working days of the receipt of the completed reclassification packets.

#### Decision

The Chief Human Resources Officer will thoroughly review and consider the Consultant's recommendations, then review those recommendations with the appropriate college administrator and/or Superintendent/President and issue a reclassification decision to the employee within forty-five (45) days of the receipt of the Consultant's report.

At the time the employee is notified of the District's decision, the employee will be provided a copy of the Consultant's recommendation and justification.

If the District's decision is not consistent with the consultant's recommendation, the Chief Human Resources must provide a detailed, written explanation of the District's rationale.

Upon notification of the reclassification decision, the employee may request a joint meeting with the Chief Human Resources Officer and the Consultant to discuss the decision.



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**Appeal Process for Unrepresented Employees**

Time

An employee may appeal in writing the reclassification decision to the Chief Human Resources Officer within ten (10) working days of receipt of the decision.

Panel

The appeal will be heard by the Superintendent/President. The Consultant may attend and serve as a resource, but does not have a vote.

Meeting

The Superintendent/President will have a meeting to hear the employee's appeal within twenty-one (21) days of the receipt of the appeal. No additional information may be reviewed as a part of the appeal that was not provided for consideration to the Consultant and Human Resources. The supervisor and/or manager may be asked to attend and address the panel.

**Final Decision**

The Superintendent/President will render a decision within thirty (30) days and communicate that decision to the employee and their supervisor.

There will be no further appeals.

**Implementation of Approved Reclassification for Unrepresented Employees**

Board of Trustees

Approved reclassifications must receive final approval by the Board of Trustees. Upon the Superintendent/President's recommendation, the Board shall establish the salary for the reclassified position. An employee-initiated reclassification shall be effective on the first day of the month following the receipt of the reclassification request. A management-initiated reclassification shall be effective on the first of the month following Board action.

Salary and Anniversary Date

Any employee(s) who is/are reclassified will be placed at the lowest classification step which provides an increase of at least five (5) percent. The employee's evaluation and anniversary date, for purposes of step increases and longevity, shall not change. When the employee's anniversary date and the effective date of the reclassification coincide,



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the anniversary increment shall be applied before the reclassification computation is made.

See the applicable collective bargaining agreement for represented employees.

**References:** *Education Code Sections 88001 and 88009*

**Approved:** December 13, 2022