

1. Classification Review Request Process

- a. Review the collective bargaining unit criteria appropriate to the employee for which the classification review is being requested. See Attachment A.
- b. Complete the [Classification Review Request Form in AdobeSign](#) (select "FA-Human_Resources(HR)-Classification_Review_Request_Form" from the drop-down menu). A written justification/rationale for the classification review should be attached when submitting the request. To complete the application, the following information is needed:
 - i. Dean/Director/Administrator email address
 - ii. Reviewer for PAT member email address (optional)
 - iii. PAT member email address
 - iv. HR Analyst email address
 - v. Employee name, classification, unit or department, division, union
 - vi. *For manager-initiated requests: Attach updated position description in Word format and organization chart*
 - vii. *For manager-initiated requests: Funding source*
- c. The Classification Review Request Form is then routed to the Dean/Director/Administrator, Reviewer for PAT, and PAT member of the employee's department for recommendation.
- d. The completed Classification Review Request Form and justification is routed to the HR Analyst, regardless of whether the recommendation is to approve or deny the request.
- e. The Office of Human Resources will review the request and after consultation with the appropriate administrator(s), will prepare the approval or denial memo that notifies the employee and the appropriate administrator(s) of the final decision.
- f. If a reclassification is warranted, an ePAN will be initiated by the employee's department and routed through the normal process.

2. Funding and Effective Date

- a. The effective date of the reclassification is the first day of the following pay period after receipt of request in OHR.
- b. Funding for reclassifications will be from the requesting department's budget.

NOTE: A reclassification is separate from an in-range progression review. If an employee or manager believes the employee's duties, level and complexity of responsibilities and level of autonomy do not exceed the current classification, sub-range or skill level, an in-range progression should be requested.

Definitions and Criteria for In-Range Progressions by Collective Bargaining Agreement

The CSU: UAPD, CSUEU, APC, and Teamsters collective bargaining agreements provide for Classification reviews for employees in bargaining units 1, 2, 4, 5, 6, 7, and 9. Refer to the appropriate Collective Bargaining Agreement (CBA) for full details.

UAPD (Unit 1): Article 11.24 Classification Changes of the CSU/UAPD CBA reads in part: When an employee moved without a break in service to a classification with a higher salary range, the appropriate salary in the salary range shall be determined by the President. Determination of the appropriate salary in such cases shall be made by using the same criteria as would be used for an initial appointment to that classification.

CSUEU (Units 2, 5, 7, 9): Article 9.23 of the CSU/CSUEU CBA reads in part: An employee may request a position classification review at any time during the year, subject to the limitation in provision 9.27. Employees in classifications with skill levels may request a skill level review related to an in-classification progression. All such requests are to be made to the Appropriate Administrator with a copy submitted to the campus Human Resources Office.

The employee shall be notified in writing of the classification and/or skill level review decision and the reason(s) for the decision within thirty (30) days after the decision has been reached. If a higher classification or skill level is granted, normally the employee shall receive the appropriate compensation of the higher classification or skill level retroactive to no later than the first day of the pay period following the date the request for the classification review was received in the campus Human Resources Office.

An employee-requested classification and/or skill level review shall be completed no later than one hundred eighty (180) days after initiation of the classification and/or skill level review procedure. An employee shall not submit such a subsequent request prior to twelve (12) months after completion of a previous classification review.

APC (Unit 4): Article 23.8 Salary Adjustments Due to Reclassification of the CSU/APC CBA reads in part: When an employee is reclassified to a classification with a higher salary range, the appropriate rate in the salary range shall be determined by the appropriate administrator. The rate in the higher salary range shall be an increase of at least five percent (5.0%).

Teamsters (Unit 6): Article 20.10 Classification Review of the CSU/Teamsters CBA reads in part: Employees who believe they are misclassified may initiate a classification review in accordance with campus procedure, which shall be established by the President and made available to employees upon request. Campus procedures shall be consistent with the provisions of this Article. A request for such a review shall be submitted to an employee's immediate non-bargaining unit supervisor, who shall forward the request to the campus Human Resources Office within fourteen (14) days. If the request has not been received by the Human Resources Office within that period, the employee may submit the request directly to the Human Resources Office.

An employee shall be notified in writing of a classification review decision within fourteen (14) days after the decision has been made and no more than one hundred eighty (180) days after the initial submission of the review request by the employee. An employee shall not submit another such request within twelve (12) months of the completion of the prior review.

If, as a result of the classification review process, a higher classification is granted, normally the employee shall receive the appropriate compensation of the higher classification retroactive to no later than the first day of the pay period following the date on which the initial classification review request was received in the campus Human Resources Office.