



## David Douglas Chapter 40

Reclassification is a right every classified employee is entitled to under Article 6 - Job Reclassification in our Collective Bargaining Agreement. Article 6 states that reclass requests are processed three times each school year, once during the month of November, once during the month of February and once during the month of May. All reclassification requests must be received at the District Office on or before the last day of the month prior to the reclass month. In an effort to help lessen the number of unsuccessful reclassification attempts. We have put together an illustration of just what constitutes a successful reason for reclassification of a classified job class. We hope that this will alleviate undue time spent and frustration on classified employees part. Reclassification is a chance to petition to change the pay class of a given job description. It is not to change the amount of hours given for a certain job, (that is a budget issue controlled by our administration).

Union representatives are well versed in the specifics of reclass and we encourage anyone that is considering the reclass process contact a union representative for guidance through the process. As of this date, going forward you **MUST** contact a union rep, (Darla Black, President or Kathé Lauderback, Secretary), to be provided with the paperwork necessary to start the reclassification process.

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### Successful Reclass

Outline actual required differences between current job description and actual job duties.

Research on surrounding district pay scale for similar job description

Differences in job duties are substantiated and required by direct supervisor and recommended by administration

Job roles have changed from what was initially required

### Unsuccessful Reclass

No actual required differences are shown between current job description and job Duties.

No research - pay scale and change in class is based on hearsay only.

Difference in job duties are tasks taken on by the employee (goodwill) but are not requested by direct supervisor or administration.

Citing large class or group size or difficulty of students.

Asking for more hours

This is being created in hopes of streamlining this process for more successful reclassification requests and less unsuccessful ones.