

ARTICLE 26 – RECLASSIFICATION

- 1 26.1 Purpose:
2 The purpose of this program is to provide an avenue through which unit members may
3 have a position evaluated for reclassification.
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- 5 26.2 Definitions:
6 Reclassification means the upgrade or downgrade of a position to a higher or lower
7 classification as a result of the gradual change in duties in said position.
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- 9 26.3 Criteria:
10 a. Permanent employees serving three and one half (3.5) or more hours per day and a
11 minimum of 184 days per year shall be eligible to apply for reclassification.
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13 b. Reclassification requests will be deemed pertinent if the Chapter Negotiations Team
14 finds legitimate evidence that a stated position should be on a different range of the
15 Classified Salary Schedule.
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- 17 26.4 Responsibilities: Unit Member
18 Unit Member must obtain a form and submit the completed "Application for
19 Reclassification" to the Chapter Negotiations Team for consideration. Unit Member must
20 provide detailed information as to why stated position should be considered for
21 reclassification.
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- 23 26.5 Responsibilities: Chapter Negotiations Team
24 The Chapter Negotiations Team shall meet to evaluate member requests for
25 reclassification within 3 months of said request. The Chapter Negotiations Team shall be
26 responsible for comparing both the responsibilities and salary schedule for the stated
27 position to the responsibilities and salary schedule of other similar or related positions. If
28 the Chapter Negotiations Team finds credible evidence that a position may be eligible for
29 reclassification, the findings will be forwarded to the Human Resource Office or
30 Superintendent designee.
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- 33 26.6 Responsibilities: Human Resources/Superintendent designee
34 Human Resources/Superintendent designee will be responsible to provide
35 reclassification forms, "Application for Reclassification" to unit members upon request.
36 Human Resources/Superintendent Designee shall meet with the Chapter Negotiations
37 Team annually to evaluate applications. The decision of the Human
38 Resource/Superintendent designee is final and is not grievable.
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- 40 26.7 Understanding:
41 a. The Superintendent Designee and Chapter Negotiations Team will determine where
42 stated position shall fall on the Classified Salary Schedule. All findings must be
43 presented to the Silver Valley Unified School District Board of Trustees for final
44 approval.
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46 b. Where a reclassification request is approved and the position is moved on the
47 Classified Salary Schedule the incumbent of stated position will remain in the
48 position and the job will not be posted as a vacancy.

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- c. Once a Unit Member has been through the process, whether granted or denied, he/she can not petition for reclassification of stated position for a minimum of 2 years from the date said petition was implemented.
 - d. If the petition is denied, Human Resources/Superintendent Designee shall provide the Chapter Negotiations Team an explanation for the denial. Additional, relevant evidence may be considered, at the District's discretion, if submitted in writing within 10 working days.
 - e. Implementation timeline shall be negotiable.