

Article __ - Reclassification.

The Bureau of Human Resources shall give the Union and any incumbent employees notice of any request by the bureau for reclassification of a bargaining unit position. An incumbent employee or the Union may request consultation with the Bureau regarding the potential impact of the reclassification. The consultation request must be made within 10 days of receiving notice. A consultation period of 14 days shall be provided if requested prior to implementing the reclassification.

(a) The City shall maintain a procedure for employees to initiate reclassification reviews. Disputes about the appropriateness of reclassification of employees by management or denial of employee-initiated requests for reclassification may be appealed to the Human Resources Director and the Civil Service Board in accordance with Human Resources Administrative Rule 8.05 – Classification. The Union recognizes that the Human Resource Director has the sole authority to classify or reclassify positions.

(b) Employees who believe they are misclassified or have been assigned work outside of their current classification should notify their Supervisor or Manager in writing within sixty (60) calendar days of performing higher level duties of work. If the Manager/Supervisor agrees a reclassification is appropriate, the supervisor or manager will request a review of the position(s) by the Bureau of Human Resources, per HRAR 8.05. If the employee's Manager/Supervisor disagrees with the request, the employee may proceed with the request using the process outlined in HRAR 8.05. The effective date of the reclassification action with respect to the employee's tenure, seniority, and status shall be the date the written request for reclassification and all required supporting documentation were filed with the Director of Human Resources unless another date is established by the Director of Human Resources.

(c) Granting of Status. When a position is reclassified, the incumbent shall be granted status in the position when the following criteria are met:

1. Management makes a request to grant status when going through the position reclassification process; and
2. The employee is the current incumbent for the position being reclassified and has occupied the position and has performed substantially all the duties of the new classification; and
3. The employee being granted status meets the qualifications for the new classification.