MEMORANDUM OF UNDERSTANDING
BETWEEN
FREMONT UNION HIGH SCHOOL DISTRICT
&
CSEA, CHAPTER 237

April 12, 2024

13.3 Reclassification

Reclassification Definition

Reclassification means the upgrading of a position and/or a classification because of the increase of job duty responsibilities, technology, or work being performed that alters the nature of the position. Reclassification is not a change in workload.

Reclassified positions will be considered upgraded and will not be considered a new position or require a job announcement or an interview. Employees who are granted reclassification will retain the hire date they had at the time of reclassification.

Submission of Reclassification Requests

A request for reclassification may be initiated by Human Resources, the supervisor, the employee(s), or CSEA. The request shall be submitted in writing to the Reclassification Committee on or between September 1 and October 15 each year. Reclassification requests submitted after the October 15 deadline will not be considered, absent exceptional circumstances as determined by the Reclassification Committee. Reclassification Requests submitted after the October 15 deadline must be resubmitted the following year between September 1 and October 15 to be considered.

There is no time limit for reapplication for Reclassification. Requesters may resubmit a Reclassification Request during the application period in any subsequent year.

Reclassification Requests shall be submitted using the "Reclassification Request Form" provided by the District and the requestor must answer all required questions and address the reclassification criteria.

An employee who has been reclassified is ineligible for subsequent reclassification with respect to their reclassified position for a period of at least two years from the initial reclassification.

Reclassification Process

The Reclassification Committee shall be made up of representatives of the District and CSEA. CSEA and the District will have equal representation on the Reclassification Committee.

After October 15, the Reclassification Committee must meet to review all reclassification requests and, by December 15, must decide to deny or recommend approval of requests to Cabinet. Should a majority vote not be reached by the Reclassification Committee during the review of a Reclassification Request, the Reclassification Request will be deemed denied. A denied Reclassification Request will not go before the Board of Trustees. Reclassification Requests approved by the Reclassification Committee will go to the Board of Trustees in January. The final decision on any reclassification shall rest with the District.

Reclassification requests approved by the Board of Trustees will be paid retro-actively to July 1 of the year in which the application was submitted.

Salary Placement of Reclassified Positions

When a position or class of positions is reclassified, the salary placement shall be negotiated between CSEA and the District.

Incumbent Rights

When an entire class of positions is reclassified, the incumbents in the positions shall be entitled to serve in the new positions.

ON BEHALF OF THE DISTRICT

Graham Clark, Superintendent

4/12/2024

Date

ON BEHALF OF CSEA

Gracie Charon

Gracie Charon, President

Jim Trujillo, Labor Relations Representative

4/15/24

Date