



## UCPEA Reclassification Information 2007-2011



### For additional information

UCPEA – <http://ucpea.uconn.org>

*-UCPEA contract – Refer to Articles 31 and 23.3*

UConn Human Resources – <http://www.hr.uconn.edu/clsscomp.html>

*-Classification system description*

*-UCPEA job descriptions by UCP level or job family*

*-Job change questionnaire*

**Union Representatives, Grievance Team, or the UCPEA Office**

*-Answer questions*

*-Provide feedback*

*-Review your job change questionnaire*

*-Assistance in filing an appeal if your reclassification request is denied*

## **UCPEA Reclassification Quiz**

**It is important that members familiarize themselves with the UCPEA contract, whether for reclassification or any other issue. This quiz will aid you in identifying contract issues. Please answer the following questions during lunch, giving the contract section involved.**

- 1. Which UCPEA members are ineligible for the reclassification process outlined in the contract?**
- 2. Can a reclassification grievance go to arbitration?**
- 3. Can you get more than \$1,700 per level?**
- 4. What is the time line for reclassification?**
- 5. What is the Job Classification Committee?**
- 6. Can higher-level job duties be removed?**

## UCPEA Reclassification Quiz

- 1. Which UCPEA members are ineligible for the reclassification process outlined in the contract?**

Article 31.2 b – Probationary employees, those who have been performing changed duties for less than two months.

- 2. Can a reclassification grievance go to arbitration?**

Articles 31.3, 23.3, 23.6 f. – No. A denial of a reclassification request may be appealed through the non-contractual grievance process. But that process terminates at the Vice Presidential level.

- 3. Can you get more than \$1,700 per level?**

Article 31.6 - Yes. Someone who is reclassified is entitled to at least \$1,700 for the first UCP salary group change, and \$1,500 for any subsequent UCP salary group change, or to the minimum of the new UCP salary group – whichever is greater. The University can do more than the minimum.

- 4. What is the time line for reclassification?**

Article 31.2 b, c, d, e – Approximately 29 weeks. See Reclassification flow-chart.

- 5. What is the Job Classification Committee?**

Article 31.1, 31.2 f., 31.3 d. 3 – A joint Labor Management Committee that reviews and scores new job descriptions.

- 6. Can higher-level job duties be removed?**

Article 31.2 b, 31.3 d. 2, 3 – Yes. Higher level duties may be removed “at any point after a classification specialist or a non-contractual grievance panel determines the changes in duties are at a higher level.

## The Path to Reclassification

- 1) Review your current job description
- 2) Have you been carrying out duties outside your job description for at least two months?
- 3) Review existing job descriptions
- 4) Request in writing to your supervisor that your position be audited. Identify a specific job title and describe what new duties you have been performing which are not in your current job description.
- 5) Three Possible Situations:
  - a) Your supervisor responds positively
    - 1) Supervisor notifies Human Resources & requests job audit.
    - 2) A questionnaire is mailed to you, which you complete and forward to your supervisor for signature.
    - 3) A desk audit is scheduled with a Human Resources Associate. This individual will discuss your job with you, and with your supervisor.
    - 4) A recommendation is made by Human Resources regarding the job and salary.
      - i) If your position is reclassified, your salary increase will be retroactive to 60 days prior to the date the questionnaire is received in Human Resources.
      - ii) If your request for reclassification is denied, you may appeal the decision within 4 weeks of receiving the decision.
  - b) If your supervisor responds negatively.
    - 1) You may choose to grieve the decision within 35 days of notification.
  - c) Your supervisor does not respond within four weeks.
    - 1) You may choose to file a grievance within 35 days.

## Reclassification Tips

- ✓ Look for job descriptions that fit what you do.
- ✓ When you are filling out the job change questionnaire, make note of specific higher level duties.
- ✓ Write down everything that you're doing that is not in your job description.
- ✓ Show how these additional duties fit in the higher level job description.
- ✓ Have back-up materials – three examples of ways that you do each higher level duty.
- ✓ Using your current job description, cross out wording that is inappropriate and write the new ones in caps.
- ✓ Include the percentage of time that you spend doing the higher level duties.
- ✓ Write the duties in order of most important to least important.
- ✓ Keep in mind the four factors that the Human Resources Associate will be considering: 1) Knowledge base – credentials, experience, or specific knowledge required to do the job (stated in job description); 2) Independent judgment (the extent to which the job requires discretion, authority, initiative, judgment, regimentation by rules, or checking of others' work); 3) Complexity and variety (how complex and varied the tasks are; how much concentration, analysis, problem solving, or application of underlying principles is involved); 4) Leadership (the extent of accountability for the work of others or for the mission of the unit).
- ✓ Pay attention to details – for example, the difference between “assisting in producing ” and “Responsible for producing” is significant.
- ✓ Make sure to ask for confirmation of when your job change questionnaire is received by Human Resources. Have someone review your job change questionnaire before submitting it.
- ✓ Through your documentation and explanation, make it as easy as possible for your supervisor and the Human Resources Associate to agree that the higher level position is more appropriate than your current one.
- ✓ Have someone – UCPEA staff or Area Rep – review your job change questionnaire before you submit it.

# Four Key Factors in Reclassification Process



## **Knowledge Base**

The credentials, experience or specific knowledge required to do the job.

## **Independent Action**

The extent to which the job requires discretion, authority, initiative, judgment, regimentation by rules, or checking others' work.

## **Complexity and Variety**

How complex and varied the tasks are; how much concentration, analysis, problem solving, or application of underlying principles is involved.

## **Leadership**

The extent of accountability for the work of others or for the mission of the unit.

## Article 31.

### **JOB CLASSIFICATION**

Neither the appeal procedure described below nor the decision to permit UCPEA equal representation on the Job Classification Committee diminish the Board's prerogatives described in Article 3. The agreement regarding Job Classification does not limit the Board's power to determine for the University what jobs are needed, what the content of a job should be, or how a particular job should be structured.

#### **31.1**

Management and the bargaining unit shall have equal representation on the University's Job Classification Committee. Bargaining unit representatives will be selected by the Union.

#### **31.2 Reclassification Process**

a. DEFINITION: A job classification analysis may be requested when:

In the opinion of the employee and/or his/her supervisor, job duties have changed to such a degree that the existing classification does not appropriately describe the work that is being done. The change is usually at a higher classification level, but does not eliminate the possibility for lateral changes.

The method of classification analysis shall be a job audit performed by specialists in the Department of Human Resources.

b. No job classification request will be considered unless the employee has been consistently performing changed duties for at least two months. An employee may not request an audit of his/her job during his/her probationary year.

When an employee identifies significant changes in his/her job classification, he/she shall meet with his/her supervisor and request that the position be audited. Within four weeks of the initial meeting, the supervisor shall respond by either sending a written request to Human Resources asking that the job change questionnaire be sent to the employee, or notifying the employee that they cannot support reclassifying the position at this time. This does not preclude the initiation of an audit requested by a supervisor or manager without an initial request from an employee, nor does it preclude the removal of duties at any point after a classification specialist or a non-contractual grievance panel determines the changes in duties are at a higher level.

c. Human Resources shall supply the job change questionnaire within one week. The questionnaire will be completed by the employee, reviewed and approved by the supervisory chain, and returned to Human Resources. The employee shall have six weeks to complete his/her part of the questionnaire. The supervisory and managerial review shall be completed within four weeks of receipt from the employee.

- d. As soon as practicable following receipt of the job change questionnaire, Human Resources will complete an audit and summarize results in a report. The employee and the manager and/or supervisor will be notified in writing of the audit results. The process within Human Resources shall be completed within 14 weeks.
- e. If the audit process reveals that an existing higher-level job classification is appropriate, the first manager outside the bargaining unit shall authorize the change. The effective date of reclassification shall be 60 days prior to the date the job change questionnaire was received in Human Resources. If it is not authorized, the duties identified within the audit report as being at the higher level shall be removed. The employee shall be compensated retroactive 60 days prior to the date the job change questionnaire was received in Human Resources through the date the higher-level duties are removed.
- f. If the audit process reveals that the employee's duties are not appropriately classified, and no job description exists, the Department of Human Resources shall prepare a job description to be reviewed and scored by the Job Classification Committee at the next scheduled meeting.
- g. If the audit process reveals that the employee is correctly classified, or if the supervisor does not support the employee proceeding with the reclassification process, the employee may appeal under the non-contractual grievance process described in Article 23.3 as amended below.
- h. All time limits in 31.2 may be extended by mutual agreement between the UCPEA and the University.

### **31.3 Reclassification Appeals**

- a. Appeals of decisions made under 31.2 shall be processed through the non-contractual grievance process except that the step one response will be considered an audit report prepared by a classification specialist in Human Resources.
- b. Within four weeks of the receipt of the audit results, or the response from the employee's manager not to have the position reclassified at this time, the grievant or the UCPEA may notify the Human Resources designee that she/he wishes to appeal to a non-contractual grievance panel. Two people shall be selected by the process and timelines identified in Article 23.3b.
- c. As part of their investigation, the non-contractual grievance panel selected in accordance with 23.3b shall receive an orientation concerning the University's classification system and shall request that the job be audited by the Department of Human Resources if no audit has previously been conducted. The audit shall take place no later than 21 days after receiving the panel's written request. At their request members of the panel shall be afforded the opportunity to be present during the job audit.

d. At step 2 (23.4b) the non-contractual grievance panel shall determine one of the following:

1. That the employee's duties are properly classified.
2. That the employee's duties are not properly classified, and a lateral or higher existing job classification is appropriate. In such cases the panel shall specify those duties which justify a lateral or higher classification and recommend that the Provost or appropriate Vice President or their designee carry out one of the following courses of action:
  - a. require Human Resources to place the employee in a lateral or higher existing job classification or
  - b. direct the manager to remove the specific duties which the panel found to be at a lateral or higher level.
3. That the employee's duties do not appear to fit either his/her current or requested job classification or lateral or higher job classification. In such cases the panel shall specify those duties which do not appear to fit either the current, lateral or higher job classification and shall recommend that the Provost or appropriate Vice President carry out one of the following courses of action:
  - a. require the job classification committee to score the employee's duties or
  - b. direct the manager to remove all specific duties, which the panel found do not appear to fit the current, a lateral or higher job classification.

The Provost or appropriate Vice President or their designee shall decide which of the two courses is appropriate and shall order that it be carried out.

e. This appeal procedure is not available to employees in the following library ranks: University Librarian I, II and III; University Assistant Librarian; University Associate Librarian.

### **31.4**

A description of the Job Classification and Equity Analysis Systems shall be available to all employees through the Homer Babbidge and Regional Campus Libraries, as well as on the Human Resources Web Page. All job descriptions will include the total number of points assigned by the Job Classification Committee.

### **31.5 Temporary Positions**

Employees shall not be placed in a position in an acting capacity for more than 18 months unless an active search is in process. The 18 month time limit can be extended by mutual agreement of UCPEA and the University. This time limit does not apply to employees covering for someone on leave of absence, nor does it preclude the negotiation of agreements between the University and UCPEA to address such special issues as departmental reorganizations or training periods, such as may be proposed within the context of career ladders.

### **31.6**

Effective July 1, 2007, if the job classification analysis results in an employee's position being reclassified to a higher level, his/her salary shall be increased to the minimum of the new UCP salary group or by a minimum of \$1,700 for the first UCP salary group change, and \$1,500 for any subsequent UCP salary group change, whichever is greater.

### **31.7 Reclassification & Equity**

Funding shall be available annually to accommodate approved changes in classifications, equity adjustments, and temporary salary increases which result in increased compensation.