

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington

***BASE/BELLINGHAM SCHOOL DISTRICT  
RECLASSIFICATION PROCESS***

The Bellingham Association of School Employees (Association) and the Bellingham School District (District) have mutually agreed to the following process to address requests for reclassification.

Reclassification Defined

For the purposes of these procedures, reclassification is defined as the movement from: (a) one BASE classification to another, e.g., from the Secretary/Clerk Classification to the Paraeducator Classification, or (b) from one level to another within a classification, e.g., from Level II Secretary/Clerk to Level III Secretary/Clerk or from Level IV Business/Accounting to Level III Business/Accounting.

Reclassification Requests

1. Requests for reclassifications may be made, in writing, by an employee, supervisor/administrator, or the Association as follows:
  - a. An employee or supervisor/administrator may submit a reclassification request whenever the person submitting the request believes that a permanent and substantial change in the duties and responsibilities of a position has occurred; or
  - b. An employee, a supervisor/administrator, or the Association may submit a reclassification request if the individual(s) believe that a position is placed in the wrong classification or wrong level within a classification.
2. Requests must be submitted to the Executive Director for Human Resources, in writing, no later than **January 4, 2010**. Reclassification requests will not be considered before the January 4<sup>th</sup> deadline.
3. A written request for reclassification must include supporting documentation justifying the request, including but not limited to:
  - a. A job content questionnaire -- one to be completed by the employee and a second to be completed by the supervisor/administrator (see attached).
  - b. Verification of site visit by building supervisor or program administrator.
  - c. Additional statements and other pertinent documentation, if any, supporting the request for reclassification.

Administrative and Reclassification Committee

1. In processing a reclassification request, the Executive Director for Human Resources and the members of the BASE Reclassification Committee will hold an exploratory conference with the individual(s) making the request(s) as soon as practicable. If the reclassification applicant is an employee, the employee(s) may be accompanied by his/her supervisor and/or an Association representative.

2. The Executive Director and Reclassification Committee will review the written request and all other provided information, conduct research, and communicate a decision, in writing, to the affected employee(s), supervisor(s)/administrator(s), and Association within fifteen (15) District office working days from the date of the exploratory conference.
3. The decision of the Executive Director for Human Resources and Reclassification Committee may be that the:
  - a. position should not be reclassified;
  - b. position should be reclassified;
  - c. changes in position responsibilities were not authorized and the responsibilities need to be corrected and the classification shall be unchanged (NOTE: The Executive Director will also determine if compensation is warranted for any unauthorized change in responsibilities); or
  - d. other, e.g., a new classification or new position needs to be considered; the employee is in fact performing the duties of a different position and should be classified accordingly; etc.

If the reclassification request is not granted, the written notification will include specific reasons.

4. The Executive Director for Human Resources and Reclassification Committee shall attempt to reach a mutual decision regarding the reclassification request. In the event of mutual agreement, the decision will be final.
5. If the Executive Director for Human Resources and Reclassification Committee cannot reach agreement regarding the reclassification request, the Appeal Committee shall be convened to review the matter.

#### Appeal Committee

1. If agreement cannot be reached as described in #5 of the review section above, the Executive Director will attempt to convene the Appeal Committee within five (5) working days, or as soon thereafter as practicable.
2. The Appeal Committee will consist of:
  - a. Deputy Superintendent and one (1) additional administrator.
  - b. Two (2) representatives appointed by the Association.
3. The Appeal Committee will review all pertinent information, including but not limited to:
  - a. Reclassification request materials.
  - b. Materials prepared and reviewed by the Executive Director for Human Resources and Reclassification Committee during their review process.
  - c. Impacts and comparisons within the bargaining unit.

In addition, the Appeal Committee shall conduct interviews with the affected employee(s), and may conduct interviews with supervisor(s)/administrator(s), and/or other personnel, and gather additional information as necessary.

4. The Appeal Committee will communicate its decision, in writing, to the District, the affected employee, and the Association within five (5) District office working days after the committee meeting. If the appeal is not granted by the Appeal Committee, the written notification will include specific reasons. After the final decision is reached and communicated to the parties involved, the position will not be eligible for review again until the next school year. The Appeal Committee's decision is final.

#### Effective Date

If reclassification is approved, the pay adjustment, if any, will be effective March 1.

#### Grandfathering

Downgrading is defined as assigning a position to a lower-paying level. If a position is downgraded, the downgrade will not become effective until the decision-making process described above, including the appeals and Reclassification Committee processes, if applicable, are concluded.

If a current employee holds a position that is downgraded, the individual employee in the downgraded position will be grandfathered at the employee's current salary level and will continue on that salary level, including salary increases, if any, associated with that salary level and movement for longevity, until such time as the employee changes positions or until the downgraded salary level equals or surpasses the grandfathered salary level.

Example: Paraeducator current Level IV:

If a Paraeducator position is downgraded from Level IV to Level III, the person would be grandfathered at Level IV on current and future salary schedules, including salary increases and longevity step movements at Level IV, until the person changes positions. Thus, the person is actually grandfathered at a level placement on current and future salary schedules, not a specific hourly rate.

#### Timelines

The timelines stated in the above process are guidelines, not mandates, and may be mutually extended by mutual agreement of the District and the Association.

#### Attachments