

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7135 Classification Study and Special Pay Procedures for Non-Represented Employees (Administrators / Managers / Supervisors / Confidential)

References

Education Code Sections 88104(b) 88104(c), 88160
California Code of Regulations Section 53021(b)(1)), 53021(b)(2)
Government Code Section 20480

Classification Study:

The basis for reclassification of a non-bargaining unit classified position will be a gradual accretion of duties and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities.

Determinations as to gradual accretion will be based on a study and analysis for the totality of work performed.

A sudden change resulting from reorganization or assignment of completely new duties as a result of a duty change of the classification is not a basis for reclassification.

A classification study is to see if the position (not the employee occupying the position, if any) will need to be reclassified to a higher, lower or lateral salary range position. If there is a reclassification, the newly reclassified position must be an approved existing classification.

A classification study may be conducted for reasons such as:

- Gradual significant and permanent changes in the
 - assigned responsibilities
 - complexity of duties
 - organizational impact of the position
 - level of supervision received and/or exercised
 - the knowledge, skills and abilities required to successfully perform in the position.

A classification study is not conducted for reasons such as:

- Added workload
- Additional licensure
- Desire to increase current position salary range
- Desire to promote
- Personality traits
- Personal finances

- Performance
- Effectiveness
- Longevity
- Speed
- Dedication
- Retention
- Future and Strategic planning
- and/or for additional position(s) under manager's purview.

An employee who has been reclassified with their position is ineligible for subsequent reclassification with their position for at least two years from the initial action.

Effective date of Classification:

Reclassification of a position shall become effective on the date of board approval and shall not have a retroactive effect. In the instance of vacant reclassified positions, effective dates may be set in the future to allow time for recruitment to be completed.

Impact of a Reclassification:

If there is a reclassification of a position, one of the two options below can occur based on a conversation between the Vice Chancellor, Human Resources and the President/Vice President, Administrative Services, or the Chancellor/Vice Chancellor:

1. The incumbent of the prior classification may be appointed to fill the new classification if the incumbent has been in the prior classification for at least a year and if the incumbent meets the minimum requirements of the new classification.

OR

2. The reclassified position may be opened to competition for which the incumbent may apply. If the incumbent is a permanent employee in the prior classification and does not get appointed to the new classification, the incumbent will be transferred to another classification carrying the duties consistent with the incumbent's original classification.

Process for Initiating Classification Study:

For the purpose of this administrative regulation, "manager" is defined as the immediate supervisor and "administrator" is defined as the Chancellor, the responsible President or the responsible Vice Chancellor.

Employee Initiated:

1. To initiate a classification study, the employee must fill out the Position Review Questionnaire. The questionnaire will be sent to both the Human Resources and the manager/administrator.
2. Upon receipt, the manager and the administrator will review.
 - A. If there is an agreement in the need for classification study, the manager and the administrator shall draft a requesting memorandum (attached to the Position

Review Questionnaire) hereafter referred to as “questionnaire” detailing what has changed in the position’s duties and responsibilities. The memorandum must include an organizational chart of the position’s unit.

- B. If there is no agreement in the need for classification study or if there is no response from the manager and the administrator within 30 working days of submission to the manager and the administrator, Human Resources shall proceed with the review without the memorandum as described in section 2A.
3. Upon receipt of the questionnaire and memorandum (if applicable) from the manager/administrator, Human Resources will review and conduct additional studies as needed such as needing additional information from the manager/employee, interviews, internal/external classification audits, compensation studies and/or conducting desk audits.
4. Within 90 working days of the questionnaire receipt, Human Resources will provide the requesting party/manager/administrator with a recommendation letter (pending board approval).
5. If Human Resources recommends no reclassification changes, the process will conclude. If Human Resources recommends reclassification changes, Human Resources will provide a justification memorandum with the personnel report to be adopted by the Governing Board.
6. If the employee wishes to appeal the decision, they must submit a written appeal articulating new and/or additional information that was not considered earlier to the Vice Chancellor, Human Resources within 15 working days. The decision of the Vice Chancellor, Human Resources shall be communicated to the employee within 30 working days. This decision shall be final.

Management Initiated:

1. Manager/Administrator may initiate a classification study via the Position Review Questionnaire.
2. The manager and the administrator shall draft a requesting memorandum (attached to the position review questionnaire) detailing what has changed in the position’s duties and responsibilities. The memorandum must include an organizational chart of the position’s unit.
3. Upon receipt of the questionnaire and memorandum (if applicable), Human Resources will review and conduct additional studies as needed such as needing additional information from the manager/employee, interviews, internal/external classification audits, compensation studies, and/or conducting desk audits.
4. Within 90 working days of the questionnaire receipt, Human Resources will provide the manager/administrator with a recommendation letter (pending board approval).
5. If Human Resources recommends no reclassification changes, the process will conclude. If Human Resources recommends reclassification changes, Human Resources will provide a justification memorandum with the personnel report to be adopted by the Governing Board.

6. If the manager/administrator wishes to appeal the decision, they must submit a written appeal articulating new and/or additional information that was not considered earlier to the Vice Chancellor, Human Resources within 15 working days. The decision of the Vice Chancellor, Human Resources shall be communicated to the manager/administrator within 30 working days. This decision shall be final.

Special Pay Practices:

All non-represented employees shall perform the duties assigned in their classification specifications and duties reasonably related to the duties assigned in their classifications.

Special pay instances will apply when classified employees are to:

- perform additional responsibilities of a higher salary range classification for an extended period of time. (See Additional Responsibility Pay)
- to perform special project(s) on a temporary basis. (See Additional Responsibility Pay)
- to perform in the interim and acting roles. (See Interim-Acting Pay)

Additional Responsibilities Pay:

When a permanent, full-time non- represented unit employee is assigned to perform significant additional responsibility of a higher salary range classification exceeding 30 working days or to perform special project(s) on a temporary basis or in the absence of another employee of an existing classification exceeding 30 working days, then the employee may be eligible for additional compensation.

The pay is temporary and typically should not last beyond one year. Requesting parties should complete their classification studies, if any, independent of pay requests. An employee cannot receive an interim-acting pay and additional responsibilities pay at the same time.

Managers/Administrators are responsible for closely monitoring additional responsibilities pay to prevent any under/overpayments. It is the responsibility of the employee and their manager/administrator to notify Human Resources when there are changes that would no longer qualify the employee to receive the pay.

The pay should be removed if a leave exceeds 30 calendar days. If a leave is deemed "compensable," such as for workers' compensation, the employee will continue to receive the pay.

Additional Responsibilities pay is not meant to be permanent or pensionable. Throughout the additional responsibilities period, if not for temporary special projects, position adjustments will need to be reviewed to adequately reflect the needs of the requesting department.

Process for Initiating the request for Additional Responsibilities Pay:

1. The employee, the manager, and/or the administrator can initiate the request for additional responsibility pay. The individual initiating the request must submit the Status Change Form (SCF) with attached written documentation indicating when the additional responsibilities were assigned to the employee and the period the employee is performing the additional responsibilities.

In circumstances where retroactive pay is requested, the employee must provide written documentation (such as memos and/or emails from a manager confirming the assignment) attached to the SCF from that retro time period for support. The manager and the administrator will need to document that the assignment of additional duties is not typically performed by the employee's classification and indicate what the department's plan is to end the pay within a year.

2. Upon review, Human Resources may ask for additional information. Requesting party will be notified of the result of the request. If Human Resources approves the request, the additional responsibilities pay will be good for up to one year from the date of approval in addition to any retro period that has been requested/approved.

3. If approved by Human Resources, the employee shall be notified within a reasonable time period and be compensated at 5% of the employee's base salary.

4. If the employee wishes to appeal the decision, the employee must submit a written appeal articulating new and/or additional information that was not considered earlier to the Vice Chancellor, Human Resources. The decision of the Vice Chancellor, Human Resources should be final.

Interim-Acting (IA) Opportunity Pay:

The IA Opportunity pay will be provided when there is a vacant higher classification position and all of the higher classification responsibilities are assigned to a permanent, full-time employee on a temporary basis or in the absence of another employee filling the vacancy and more than 30 consecutive working days (for interim/acting). Interim appointments generally cannot last beyond 6 months in a fiscal year. An employee cannot receive the IA opportunity and additional responsibilities pay at the same time.

Step placement on the higher salary range will be at the lower step which results in an increase of at least 5%. If no step results in a 5% increase, the employee will be placed at the highest step of the new range.

Terminologies:

Interim: is an appointment to a management position that has been vacated and is deemed necessary to fill on an interim basis until a regular appointment is made. Interim appointments are generally for 6 months with extension authorization of the Chancellor to up to two years. Interim positions for more than a month will be advertised externally and internally for ten working days whenever possible.

Acting: is an appointment to act as a substitute where the incumbent remains employed in the position but is not available to fulfill the responsibilities due to an emergency, illness, approved leave of absence, administrative leave, or back-filling for an administrator serving in an acting or interim assignment.

Substitute: Synonymous with "Acting" for employees not in the management salary schedule.

Out-of-Class: Synonymous with "Interim" for employees not in the management salary schedule.

Process for Initiating the request for the Interim/Acting Pay:

1. The Manager and/or Administrator can initiate the request for the IA pay. The individual initiating the request must submit the Status Change Form (SCF) noting the type of request (interim or acting) and the length of the requested assignment with the start/end date.

Once the SCF is completed, it should follow the College/District approval process and submitted to Human Resources for review.

2. If approved by Human Resources, Human Resources will forward such approval on the personnel report for the Governing Board's approval.

3. Upon the Governing Board's approval, Human Resources will process the request and initiate the new salary order accordingly. If the Governing Board does not approve the request, Human Resources will notify the manager and/or the administrator within 5 working days.

Extensions: Extensions will follow the same process of submitting a SCF noting the type of request and the length of the extension with the start/end date. The notation must also include whether the request has the Chancellor's approval (if applicable per the timeline in the terminologies section above). Upon approval by Human Resources, the request will be processed accordingly.

Responsible Manager: Vice Chancellor, Human Resources

Adopted: July 18, 2022