

PERSONNEL COMMISSION RULES & REGULATIONS

30.300 PCRR

30.300 **Reclassification****30.300.1** **Requests for Study**

Requests for classification study of existing positions shall be presented to the Director of Classified Personnel together with a statement of reasons for requesting study. Request for study may be initiated by the administration, with the approval of the Superintendent, or by employees or employee organizations. Requests initiated by the administration shall be accompanied by a statement of the current authorized duties of the position(s) and any prospective changes. (*Education Code*, Section 45285)

30.300.2 **Effective Date of Reclassification**

Reclassification of a position shall become effective on the date prescribed by the Commission and shall not have retroactive effect. Effective dates may be set sufficiently in the future to allow time for examinations to be complete, but for not more than three months. (*Education Code*, Section 45285)

30.300.3 **Effects on Incumbents**

- A. When all positions in a class are reclassified to a higher class, the incumbents of the positions who have been in the class for three or more years may be reclassified with their positions as provided by Personnel Commission Rule, and without examination.

For purposes of these guidelines, three or more years of regular service shall be interpreted to mean assignment for at least three complete years within the class or position.

- B. When a portion of the positions within a class are reclassified to a higher class an incumbent who has a continuous employment record of three or more years in one or more of the positions being reclassified may be reclassified with his position.
- C. The basis for reclassification of the position must be a gradual accretion of duties and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities.

Determination as to gradual accretion will be based on an analysis of data to be supplied by the employing division or school and the Personnel Commission staff regarding the following guidelines factors;

1. The nature and scope of each identified change in duties and responsibilities.
 2. The exact or approximate date the incumbent began the performance of the newly acquired duties and responsibilities.
 3. The conditions which led to the association of the added duties and responsibilities with the subject position.
 4. Evidence of the employee's performance of the added duties and responsibilities.
- D. An employee who has been reclassified with his position shall be ineligible for

subsequent reclassification with his position for a period of at least three years from the initial action.

- E. Those incumbents not able to be reclassified with their positions shall have one opportunity to compete in a competitive examination for the higher class.
- F. When a position or group of position is reclassified to a class with an equal or lower wage or salary range, an incumbent shall have the following rights:
 1. The right to bump the employee in the same class with the lowest seniority in the class, provided that the incumbent has greater seniority in the class;
 2. The right to bump the employee with the least seniority in any equal or lower class in which the incumbent formerly served, provided that he had greater seniority in that class;
 3. The right to be demoted or to transfer, without examination, to the class to which his position is reclassified; and the employee may choose to transfer, demote or exercise bumping rights at his option, and his choice shall not affect his right under Rule 30.300.4, below. (*Education Code, Section 45285*)
- G. In all cases of upward reclassification not covered by the Education Code, Section 45285 above, the reclassified position shall be filled through competitive procedure, unless the incumbent is extended the privileges indicated in Rule 60.200,3 with 39 months as provided by that rule.
- H. The reclassification of all positions in a class automatically reclassify the mandatory reemployment list for that class. The Personnel Commission shall also review the appropriateness of the current eligibility list and determine whether or not it should be reclassified. Salary Reallocations of classes shall have no effect on lists, unless a specific finding to the contrary is made by the commission.

30.300.4 Reemployment Lists for Displaced Incumbents

- A. Any displacement of a regular employee resulting from a reclassification of a position, positions, or class of positions shall be considered a layoff for lack of work, and an appropriate reemployment list will be established in accordance with these rules. All rights and procedures pertaining to the layoff shall apply. (See Chapter 60)
- B. This rule shall be followed in all instances of reclassification whether it results in upgrading, downgrading, lateral class movement bumping, or complete displacement of incumbents.
- C. Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff or to remain in their present positions rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months; provided, that the same tests of fitness still apply. (*Education Code 45285, 45298 and 45308*)

Oxnard School District

Personnel Commission Rules and Regulations

Adopted: October 23, 1968

30.300.3: Revised: May, 1974; May 1, 1986; December 5, 1991

30.300.4 Revised: May, 1974; December 5, 1991

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