

	<b>Classification</b>		
	Adopted 06/05 March 2006		
<b>Human Resources</b>	<b>Administrative Procedure TBD</b>	<b>Page 1 of 4</b>	

## 1.0 Classification Objective and Responsibilities

All Columbia Basin College (CBC) classified staff positions shall be part of a classification plan, established and/or maintained by the Vice President of Human Resources and Legal Affairs pursuant to applicable collective bargaining agreements, Chapter 357-13 WAC and rules promulgated by the State of Washington's Department of Personnel, or as outlined in this procedure.

- 1.1 The classification plan shall provide for the grouping of positions, by job description, into a system of classes, occupational categories and/or unit allocation.
- 1.2 The classification plan shall be the basis for other procedures and rules related to recruitment/selection, compensation, training, promotion, demotion, reduction in force, reemployment and related issues as stipulated by applicable rules and collective bargaining agreements.
- 1.3 The classification plan shall provide the basis for compliance with the following federal and state laws, rules and regulations:
  - Fair Labor Standards Act of 1932, as amended
  - Washington's Minimum Wage Act, Chapter 49.46 RCW, as amended
  - Equal Pay Act of 1963
  - Uniform Guidelines for Employee Selection of 1978
  - Americans with Disabilities Act of 1990
  - Chapters 357-13 & 19 WAC and related rules of the Department of Personnel, effective July 1, 2005
- 1.4 The plan shall be maintained consistent with this procedure to ensure continued compliance with these statutes and further, to ensure on-going compliance with the compensation principles of internal consistency and external competitiveness.
- 1.5 The immediate supervisor of a position is responsible to ensure an accurate job description is established and maintained for each position under his/her supervision.
- 1.6 The Vice President of Human Resources and Legal Affairs is responsible for maintaining, periodically reviewing, and analyzing when requested the job description for each College position.
- 1.7 The Vice President of Human Resources and Legal Affairs is responsible for providing tools and training to supervisors to ensure that job analysis is consistent and accurate across units and divisions.
  - 1.7.1 For classified service positions, the job descriptions will further conform to content requirements of Chapter 357-13 WAC and rules promulgated by the State of Washington's Department of Personnel.

## 2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 Department of Personnel: State of Washington department charged under Chapter 357-13 WAC with development of a classified service classification plan.
- 2.2 Job Description: Description of the specific duties and responsibilities performed, the competencies, or skills and abilities, licenses and certifications required, and the working conditions for a specific position.
- 2.3 Classification: Grouping of similar positions that have significantly similar responsibilities skills and abilities or competencies.
- 2.4 Classification Series: All classifications within a recognized career ladder or training series.
- 2.5 Occupational Category: Grouping of two or more classifications performing similar work but at different levels of responsibility.
- 2.6 Employment Category: Various categories of employment recognized by CBC, to include:
  - 2.6.1 Administrator Position: A contracted position listed under the category of “Administrator.”
  - 2.6.2 Faculty Position: Any teacher, counselor, or librarian who is not otherwise excluded by Chapter 28B.52 RCW, also referred to as faculty. Includes adjunct and annualized faculty for purposes of this procedure.
  - 2.6.3 Classified Position: A position subject to the provisions of Chapter 41.06 RCW.
  - 2.6.4 Exempt Position: Any position that does not fit under the Department of Personnel’s occupational categories and is exempt as defined under the Fair Labor Standards Act, and/or is designated as exempt from the application of the rules provided in Title 357 WAC.
  - 2.6.5 Part-time Position: An at-will position working less than 1050 hours per year and not otherwise covered by the other employment categories herein.
- 2.7 Job Analysis: a process by which the duties, responsibilities, competencies or skills and abilities and other aspects of a job are determined.

## 3.0 Classification Allocation

- 3.1 All CBC positions are described by a job description based upon an analysis of the duties and responsibilities performed, the competencies or skills and abilities necessary to adequately perform the required duties, and other factors determined appropriate. Each job description will be assigned to a classification, occupational category, if appropriate, and employment category. New job classes for faculty, professional exempt and administrative positions as well as their appropriate salaries are recommended by the appointing authority and approved by the Vice President of Human Resources and Legal Affairs consistent with the overall classification plan.
- 3.2 Each recognized bargaining unit and the appropriate appointing authority will be notified of position allocations and/or changes in allocation.

## 4.0 Employment Category Allocation

Positions are allocated to a specific employment category by the Vice President of Human Resources and Legal Affairs. Allocation is based upon the following criteria:

- 4.1 Part-time: positions created for a limited period to cover unanticipated workloads, emergency situations, peak workloads of a limited duration, or other situations involving a fluctuating staff.

These positions work less than 1050 hours per year and are not otherwise allocated to one of the following categories.

- 4.2 Classified: all positions that are subject to the provisions of Chapter 41.06 RCW. These positions follow the guidelines outlined by Department of Personnel's occupational categories and the classification rules outlined in Chapter 357-13 WAC.
  - 4.2.1 Project: positions for which employment is contingent upon state, federal, local, grant, or other special funding of specific and of time-limited duration.
  - 4.2.2 In Training: positions, or groups of positions, linked into a classification series and providing for advancement to the next level upon successful completion of a designated training program and period at the lower level.
- 4.3 Faculty: Any teacher, counselor, or librarian who is employed by CBC and not otherwise excluded by law pursuant to Chapter 28B.52 RCW.
- 4.4 Exempt: Any position that does not fit under the Department of Personnel's occupational categories and is exempt as defined under the Fair Labor Standards Act, and/or is designated as exempt from the application of the rules provided in Title 357 WAC.

## **5.0 Allocation Review**

- 5.1 Allocation of new positions will be initiated by the supervisor using CBC's position description questionnaire and form. The completed form will be submitted to the Human Resources Office for analysis, development of an appropriate job description, and allocation to the appropriate classification and employment category.
- 5.2 Reallocation requests may be initiated by either the supervisor or the incumbent of the position. Reallocation must be based upon the belief that substantive and permanent changes in job duties and scope of responsibility have occurred.
  - 5.2.1 The supervisor initiating reallocation request will submit a completed position description questionnaire and working conditions analysis form to his/her appointing authority.
    - 5.2.1.1 The appointing authority reviews the form, indicates support/non-support for the request, signs and routes the form to the Human Resources Office for analysis and allocation recommendation.
  - 5.2.2 The employee initiating reallocation request will submit a completed position description questionnaire and working conditions analysis form to his/her immediate supervisor.
    - 5.2.2.1 The supervisor reviews, provides comment, indicates support/non-support for the request and signs the questionnaire. The signed questionnaire is then forwarded to his/her appointing authority.
    - 5.2.2.2 The appointing authority reviews the form, indicates support/non-support for the request, signs and routes the form to the Human Resources Office for analysis and allocation.
- 5.3 The Human Resources Office will complete analysis of the request and will issue allocation determination to the appointing authority, courtesy copied to the immediate supervisor, and the employee, if appropriate. Analysis will include appropriate allocation, effective date, estimated budgetary impact and any other relevant information.
- 5.4 The appointing authority retains the right, following consideration of the analysis, to implement the reallocation or to change the duties of the position consistent with the current allocation.
  - 5.4.1 If choosing to implement the allocation, the appointing authority shall notify the Vice President of Human Resources and Legal Affairs, the immediate supervisor, the affected incumbent, if appropriate, and the College's recognized bargaining units.

- 5.5 Allocation analysis and recommendations will be completed within sixty (60) calendar days of receipt by the Human Resources Office.
- 5.6 Allocation decisions will be implemented effective the date the questionnaire was either, if employee initiated, submitted to the immediate supervisor or, if initiated by the organization, upon appointing authority approval

## **6.0 Appeals**

- 6.1 Classified service employees have the right to appeal reallocation decisions to the Director of the Washington State Department of Personnel within (30) calendar days of being provided the results of the analysis.