11.1 It is the intent of the District to properly place employees on the salary schedule. In cases of salary placement error, the District will make the appropriate corrections.

11.2 Reclassification requests may occur because the nature and type of job duties and responsibilities have significantly changed over time or due to substantial and permanent reorganization of personnel in a department or at a worksite. Reclassification requests may be initiated by an employee, a group of employees, an administrator, a supervisor, the District, or the Association. Reclassification of job titles with multiple employees may be submitted as a group and/or individually. All reclassification requests shall be submitted to the Director of Human Resources on the approved District form no later than March 1. Reclassification requests will include a statement(s) supporting the need for reclassification of the position. Reclassification requests will be reviewed by April 15. Employees will be notified of the decision by April 30. Timelines may be extended by mutual agreement between SESPA and the District.

11.3 Eligibility for Requesting a Reclassification:
   a. Any individual must have worked at least 12 months in his/her current position before s/he is eligible to submit a request for reclassification.
   b. Any individual and/or group requesting a reclassification must wait at least two years before making another request for reclassification.
   c. The Joint Classification Panel will make exceptions to the eligibility criteria only in unusual and compelling circumstances.

11.4 The Director of Human Resources will convene a meeting of the Classification Panel no later than April 15 to consider reclassification requests. The Panel will consist of the Director of Human Resources, a District administrative appointee, and two SESPA designees.

11.4.1 The Classification Panel will perform the following functions:
   a. Review all reclassification requests;
   b. Review current job descriptions;
   c. Consider the impact within the bargaining unit and compare with other SESPA positions;
   d. Interview the requesting employee and/or group of employees, and, as necessary, the designated supervisor(s);
   e. A majority vote of the Panel is required in order to implement a reclassification change. The decision of the Panel is final and not subject to the grievance procedure.

11.5 The Director of Human Resources will notify the requesting employee(s) of the Classification Panel’s decision no later than April 30. If the reclassification is granted, the additional pay is effective on September 1.

11.6 Reclassification requests by employees and/or the Association shall be limited to no more than fifteen (15) each school year.