

## ARTICLE 16. TRAINING

The District agrees to commit to a training program for employees on days when students are not in attendance. The actual amount of time allocated for training will be determined by District management in order to balance the desire for updating employee skills with District productivity objectives. The purpose of the training will be to focus on high priority needs identified cooperatively by employees and District management.

This is the current contract language. Please see the second attachment (B) to familiarize yourselves with the improvements encouraged by CAUSE Leadership.

## ARTICLE 17. RECLASSIFICATION PROCEDURE

- 17.1 Petition: Employees or their supervisors may petition for a review of position classification. Petitions shall be submitted by April 1 to the Office of the Business Manager.
- 17.2 Board of Review: Properly completed Request for Reclassification Review forms will be screened by the Board of Review composed of:
  - 17.2.1 One classified employee appointed by CAUSE;
  - 17.2.2 The Business Manager or his/her designee.
  - 17.2.3 One person appointed by the initial appointments to the Board of Review.
- 17.3 The Board of Review shall be responsible for determining if there exists justification to conduct a full study of the position. Decisions shall be made by majority vote. In evaluating the request for review, the panel shall consider the following:
  - 17.3.1 The level and nature of the duties and responsibilities the employee is regularly required to perform which are not covered by his/her job description.
  - 17.3.2 How the employee came to be assigned duties and responsibilities not covered by his/her job description (i.e., expansion in the functions of the school or office, or possession by the employee of special skills or abilities.)
  - 17.3.3 Comparison of the employee's actual duties as shown on the Request for Reclassification Review with the duties shown on the job description.
  - 17.3.4 Internal relationships (i.e., classified salary schedule).
  - 17.3.5 Information given by the employee and the employee's supervisor to the Board of Review upon request. **Additionally, the Board of Review will seek data and information from the classifications under consideration and provide representatives the opportunity to speak directly on the issues.**
- 17.4 Decisions of the Board of Review shall be communicated by the Chairperson to the petitioner with the reasons for its decision. Decisions of the Board of Review to accept or deny the petition for study shall be final. However, an employee may re-petition for consideration the next year.
- 17.5 Any change in classification range or job description shall become effective July 1. (The beginning of the next fiscal year).