

Monterey Peninsula Community College District

Governing Board Agenda

January 30, 2015
Board Meeting

Human Resources
College Area

New Business Agenda Item No. G

Proposal:

That the Governing Board approve the Memorandum of Understanding (MOU) of December 16, 2014 entitled "ARTICLE V: RECLASSIFICATION" in which the California School Employees Association Chapter #245 MPCEA/CSEA and the Monterey Peninsula Community College District (the Parties) agree to modify the timeline for the reclassification process for 2015.

Background:

The Parties previously agreed to an eight (8) year review of all of the classifications within the bargaining unit. They further agreed to review 10 classifications each year following the process and timeline outlined in Article V: Reclassification of the Collective Bargaining Agreement. Many of the classifications are held by multiple employees. In consideration of time involved in reviewing and discussing the materials submitted by employees and their supervisors, the Reclassification Committee recommended a revision to the timeline to allow for a fair and consistent review.

The Parties negotiated and agreed to a revision in the timeline. The revised timeline extends the committee review from March 1 to April 17. The appeals process will be extended from April 30 and completed by May 25. The revised timeline does not change the board approval date of June 30.

The MOU was ratified by the members of MPCEA, Chapter #245 on January 20, 2015 with a vote of 27 in favor and 0 opposed.

Budgetary Implications:

No budget implications are anticipated.

[X] RESOLUTION: BE IT RESOLVED, that the Governing Board ratify the Memorandum of Understanding entitled "ARTICLE V: RECLASSIFICATION", dated December 16, 2014 between the California School Employees Association Chapter #245-MPCEA/CSEA and the Monterey Peninsula Community College District.

Recommended By: [Signature]
Laurence E. Walker, Interim Vice President of Student Services

Prepared By: [Signature]
Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval: [Signature]
Dr. Walter Tribley, Superintendent/President

**Monterey Peninsula Community College District
And
Classified School Employees Association Chapter # 245
Memorandum of Understanding
ARTICLE V: RECLASSIFICATION**

December 16, 2014

The Monterey Peninsula Community College District and the Classified School Employees Association Chapter # 245 (Parties) agreed to a wall-to-wall classification study that was completed and implemented in June 2008. **Article V Reclassification** of the 2011-2014 Collective Bargaining Agreement describes the reclassification process whereby all positions, upon the completion of the classification study, would be reviewed.

Currently, the review is in year 7 of the 8 year cycle with 30 remaining classifications which have not been reviewed. The majority of classifications are occupied by multiple unit members. **Section 5.2.4.2** states that ten (10) positions shall be reviewed each year. In order to provide time to consider materials submitted by unit members and supervisors in a fair and consistent manner, the Reclassification Committee modifications to the timeline as listed below.

Section 5.2.4.5 Initial Implementation Schedule

The first cycle of this process will begin after the ratification of the wall-to-wall job description update project currently underway. In the first eight-year cycle following that ratification, the following shall apply:

Years	Review
1-2	By request only
3-6	Systematic and by request
7-8	Systematic only

Section 5.2.6 Timeline

Deadline	Activity
November 1	Evaluations completed
November 15	Reclassification requests due in HR
December 10	Committee decision of which requests will be considered, including systematic
January 10	Questionnaires on systematic reviews due in

	HR
January 25	Supervisors review due in HR
March 1 April 17	Committee recommendations finalized; results released to employees and supervisors
March 15 May 1	Appeals due in Human Resources
March 30 May 11	Supervisors review of appeals due in HR
April 30 May 25	Final decision by District
June 10	Implementation negotiations finalized
June 30	Board approval
July 1	Implementation

The Reclassification Committee has forwarded the following list of classifications to be reviewed in 2015.

Administrative Assistant I
 Administrative Assistant II
 Administrative Assistant III
 Unit Office Manager, Facilities
 Unit Office Manager, Library
 Unit Office Manager, Marina Ed Center
 Division Office Manager
 Media Technician- Audio Visual
 Network Engineer
 Programmer Analyst

Listed below are the classifications that have not been reviewed by the Reclassification Committee.

Academic Curriculum Scheduling & Catalog Technician
 Administrative Assistants III - Faculty Contracts
 Athletic Trainer
 Campus Security Officer
 Categorical Services Coordinator
 College Receptionist/Dispatcher
 Instructional Specialist - Theater Master Carpenter
 Job Center Coordinator
 Matriculation Services Specialist
 Matriculation/Articulation Technician
 Program Coordinator - Business Skills Center
 Program Coordinator - International Student Program
 Program Coordinator - Reading Center

Reprographics Technician
Scheduling Technician
Student Financial Services Coordinator
Student Financial Services Outreach Advisor
Student Financial Services Outreach Coordinator
Theater Management Specialist
Tutorial Site Coordinator - TRIO/Upward Bound

The Parties are reviewing Article V: Reclassification during contract negotiations.

The Parties agree to the terms of this Memorandum of Understanding on the
16th day of ^{December} ~~2014~~ 2014.

This Memorandum of Understanding is subject to ratification by the Classified School Employees Association Chapter # 245 and approval by the Board of Trustees of the Monterey Peninsula Community College District.

For CSEA Chapter #245

J. Walsh (WALSH)
[Signature]
[Signature]
[Signature]

For Monterey Peninsula
Community College District

Susan Kitagawa
[Signature]

