

ARTICLE 27

PROCEDURE FOR CLASSIFICATION REVIEW

If, in the opinion of an employee, the duties and responsibilities of that employee have evolved to a state that the classification the employee currently holds is not reflective of the current job duties, then the employee may apply for a classification review as follows:

- A. The employee shall make a request for classification review, in writing, to the Human Resources Department with copies to the Union President and to the Department Head, and/or designee. Contained in the written request must be the following:

The current classification the employee holds; the classification in the Collective Bargaining Agreement to which the employee feels he/she is entitled; and, supporting documents and reasons why the employee feels the new classification is warranted.

- B. The Human Resources Department shall begin its investigation of any request for classification review submitted pursuant to this Article of the Collective Bargaining Agreement within sixty (60) working days after receipt by the Human Resources Department. The Human Resources Department will, within sixty (60) working days following the commencement of the investigation, complete the investigation.
- C. Subsequent to completion of the investigation by the Human Resources Department, a meeting shall be scheduled within thirty (30) working days. Present at this meeting shall be the Union President or designee, the employee requesting the reclassification, the Department Head and/or designee, and a representative from the Human Resources Department. Within twenty (20) working days of the aforementioned meeting, the Human Resources Director will state the determination in writing to the employee and to the Union President. There shall be no appeal to the Grievance Procedure.
- D. Any employee filing a request for classification review pursuant to this Article, shall be barred from filing any additional requests for classification review for twelve (12) months from the written determination referred to in paragraph C, above.