

Reclassification/Upgrade Request Instructions

The employee, group of employees and/or CSEA are entitled to request a reclassification or upgrade. The request must be submitted on the completed application, by March 20th of each year. The process is further outlined in Article 18 of the CSEA contract.

What is a Reclassification/Upgrade?

Reclassification –

This is when the employee is consistently, and permanently, performing duties outside of their current position/job description.

If the employee is performing duties outside of their current position on a temporary basis, it would not qualify as a reclassification, but may result in “out of class” pay. (See section 9.5, inconsistent duties compensation).

Upgrade –

Upgrade means a change to the position’s placement on the salary schedule. This would be based on comparisons to similar class of positions, based on the comparison criteria below.

Application Process:

- Determine which process you are requesting.
- Application must be completed in its entirety. The burden of proof is on the requestor(s). If the application is not complete, it will not be considered.
- Reason for the request must be given – give details of why the position is not correctly placed (such as comparison to duties outlined in job descriptions).
- Reclassification – if a current job description within SCOE exists which you are requesting reclassification to, be sure to provide the job description as well as comparisons of duties between the current position and the requested position. If there is not a similar position, you must identify what duties are not in your current position and indicate that there are no similar positions. Try to find similar job descriptions within SCOE or at the other districts/COEs as identified below.
- Upgrade – to support a salary upgrade, the comparison data must be provided. Data for each of the districts and county offices listed below must be provided. The only exception is when a comparable position does not exist, and then you must state that it does not exist. Be mindful when reviewing other agency’s positions; titles may not be identical, or the same title may not be the same job description. Be thorough – provide all pertinent information (job descriptions, salary schedules, and duty comparison, if applicable).

- Sometimes it may not be clear which process to request, as it may be a little of both. In such cases, prepare the application for both – identify duties performed outside of current job description and complete the salary comparisons for the upgrade.

Comparison agencies

For an upgrade or a reclassification to a non-SCOE position, the following agencies must be used. All agencies listed must be included. If there are not comparisons, then you must indicate that it is N/A.

Districts	County Office of Education
Benicia USD	Alameda COE
Dixon USD	Contra Costa COE
Fairfield-Suisun USD	Napa COE
Travis USD	Sacramento COE
Vacaville USD	San Joaquin COE
	Yolo COE