

New Reclassification Rules and Regulations

Please read page 43 of the Collective Bargaining Agreement for

the definition and criteria of a reclassification:

1. All letters must be submitted to the Committee Chairperson. The Committee Chairperson is Linda Hannans. The Committee members are Michael Piasecki and Harold Brooks. All requests must include a complete home address and work location.
2. The Chairperson will log in all requests in order of date received. All previous requests that were not acted upon must be resubmitted. The Chairperson will send confirmation to the member acknowledging receipt of the letter and support documentation.
3. In order for a request to be reviewed it must include the member's current job title, date of hire, description of the work currently being performed and the justification for your request. In addition you must attach a copy of your current job description and any additional support documentation including copies of job descriptions referenced in your request. If your reclassification request is based on work previously performed by others you must include the job description and the date the person left the position (see #7). Documents that are submitted incomplete will be returned to the member.

Reclassification procedures

Page 2

4. The Committee will meet once a month in the initial stages and then adjust the schedule as needed depending on the number of requests received. Please see the language in the contract regarding other rules and regulations.

5. Reclassification requests shall be reviewed in the order in which they are received. However, consideration will be given to those requests which have not been reclassified in the past, over those which have been reclassified previously. An exception to this would be if a person was reclassified and the department added additional responsibilities not included in the original reclassification.

6. The Committee will review each request received and research the additional and/or new duties. If the duties are included in the current job description then the member is not entitled to a reclassification. If the increased duties and responsibilities are incidental in nature they shall be deemed to fall within the statement found in all City job descriptions which reads, "**Performs Related Duties As Required**" and not be considered as a measure **for reclassification**".

7. If the duties are not included in the job description or once belonged to a retired or laid off member the member maybe entitled to a reclassification. The Committee must receive any pertinent information to support this claim. It must include job description, title, salary, range/step and the person who held that position.

Reclassification procedures

Page 3

8. Once the Committee makes a decision on whether or not the member meets the criteria for a job reclassification, the member will be notified in writing of the decision. In the event that the member is denied a reclassification the notification will include the reason.

9. All decisions made by the Committee shall be reported to the President, before notifying the union members of the decision.

10. In the event that the Committee is at an impasse the President will be the deciding vote.

11. Once the Committee has completed its review and recommendation the next step is to present the reclassification(s) to the City. This process will be handled by the President and the Chairperson of the Committee. According to the contract the City has two representatives (which are Craig Manemeit and Joanne Courtmache) and the Union has two members.

12. If the City of New Haven disagrees with the Union, the Union shall follow the language of the contract.

13. Any member on the Committee who is putting in a reclassification for themselves or significant others must follow the same steps as the members. They also must reclude themselves from the review process and vote.

Reclassification procedure

Page 4

14. The policy and procedure will be the same for a member whose name is submitted to the Union by the City of New Haven. The member is responsible for submitting a copy of the letter along with the required support documentation to the Committee Chairperson or member of the committee.

Requests are not to be submitted via email. All requests must be submitted with original signatures (hard copies) through mail. Do not deliver or forward copies to the Union President.