

CCS Administrative Procedure

2.00.01 – A Classification

Implementing Board Policy [2.00.01](#)

Contact: Human Resources

1.0 Classification Objective and Responsibilities (summary of Board of Trustees Policy 2.00.01)

Community Colleges of Spokane (CCS), aware of its obligations as an institution of higher education and steward of the public trust, will ensure personnel administration procedures and practices comply with federal, state and local laws and statutes. All CCS positions shall be part of a classification plan, established and/or maintained by the Chief Administration Officer pursuant to applicable collective bargaining agreements, [WAC 357-13](#) and rules promulgated by the Office of the State HR Director, or as outlined in this procedure.

- 1.1 The classification plan shall provide for the grouping of positions, by job description, into system of classes, occupational categories and/or unit allocation.
- 1.2 The classification plan shall be the basis for other procedures and rules related to recruitment/selection, compensation, training, promotion, demotion, reduction in force, reemployment and related issues as stipulated by applicable rules and collective bargaining agreements.
- 1.3 The classification plan shall provide the basis for compliance with the following federal and state laws, rules and regulations:
 - Fair Labor Standards Act of 1932, as amended
 - Equal Pay Act of 1963
 - Uniform Guidelines for Employee Selection of 1978
 - Americans with Disabilities Act of 1990
 - [WAC 357-13 -19](#) and related rules of the Office of the State HR Director.
- 1.4 The plan shall be maintained consistent with this procedure to ensure continued compliance with these statutes and further, to ensure on-going compliance with the compensation principles of internal consistency and external competitiveness.
- 1.5 The immediate supervisor of a position is responsible to ensure an accurate position description is established and maintained for each position under his/her supervision.
- 1.6 The Chief Administration Officer is responsible for maintaining, periodically reviewing, and analyzing when requested the position description for each district position.
- 1.7 The Chief Administration Officer is responsible for providing tools and training to supervisors to ensure job analyses are consistent and accurate across units and divisions.
 - 1.7.1 For classified service positions, the job descriptions will further conform to content requirements of [WAC 357-13](#) and rules promulgated by the Office of the State HR Director.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 Office of the State HR Director: State of Washington department charged under [WAC 357-13](#) with development of a classified service classification plan.

- 2.2 Position Description: description of the specific duties and responsibilities performed, the competencies, licenses and certifications required, and the working conditions for a specific position.
- 2.3 Classification: grouping of similar positions with significantly similar responsibilities and competencies.
- 2.4 Classification Series: all classifications within a recognized career ladder or training series.
- 2.5 Occupational Category: grouping of two or more classifications performing similar work but at different levels of responsibility.
- 2.6 Employment Category: the various categories of employment recognized by CCS, to include:
 - 2.6.1 Administrator Position: a contracted position listed under the category of "Administrator" on the Administrator/Exempt Salary Schedule.
 - 2.6.2 Academic Position: any teacher, counselor, or librarian who is not otherwise excluded by chapter [28B.52 RCW](#). Also referred to as faculty. Includes adjunct and annualized faculty for purposes of this procedure.
 - 2.6.3 Classified Position: a position subject to the provisions of chapter [41.06 RCW](#) and [WAC 357](#).
 - 2.6.4 Exempt Position: any position that does not fit under the Office of the State HR Director's occupational categories and is exempt as defined under the Fair Labor Standards Act, and/or is designated as exempt from the application of the rules provided in [WAC 357](#).
 - 2.6.5 Part-time Position: an at-will position working less than 1050 hours per year and not otherwise covered by the other employment categories herein.
- 2.7 Position Analysis: a process by which the duties, responsibilities, competencies and other aspects of a position are determined.

3.0 Classification Allocation

- 3.1 All CCS positions are described by a position description based upon an analysis of the duties and responsibilities performed, the competencies necessary to adequately perform the required duties, and other factors determined appropriate. Each position description will be assigned to a classification and employment category. New job classes for faculty, professional exempt and administrative positions as well as their appropriate salaries are recommended by the appointing authority and approved by the Chief Administration Officer consistent with the overall classification plan.
- 3.2 Each recognized bargaining unit and the appropriate appointing authority will be notified of position allocations and/or changes in allocation.

4.0 Employment Category Allocation

Positions are allocated to a specific employment category by the Chief Administration Officer. Allocation is based upon the following criteria.

- 4.1 Part-time: positions created for a limited period to cover unanticipated workloads, emergency situations, peak workloads of a limited duration, or other situations involving a fluctuating staff. These positions work less than 1050 hours per year and are not otherwise allocated to one of the following categories.
- 4.2 Classified: all positions that are subject to the provisions of chapter [41.06 RCW](#) and [WAC 357](#). These positions follow the guidelines outlined by Office of the State HR Director's occupational categories and the classification rules outlined in [WAC 357-13](#). In addition to regular appointment there are two other appointment types:

- 4.2.1 Project: positions for which employment is contingent upon state, federal, local, grant, or other special funding of specific and of time-limited duration.
- 4.2.2 In Training: positions, or groups of positions, linked into a classification series and providing for advancement to the next level upon successful completion of a designated training program and period at the lower level.
- 4.3 Academic: any teacher, counselor, or librarian who is employed by CCS and not otherwise excluded by law pursuant to [RCW 28B.52](#).
- 4.4 Exempt: any position that does not fit under the Office of the State HR Director's occupational categories and is exempt as defined under the Fair Labor Standards Act, and/or is designated as exempt from the application of the rules provided in [WAC 357](#).

5.0 Allocation Review

- 5.1 Allocation of new positions will be initiated by the supervisor using CCS' position description questionnaire and working conditions analysis form. The completed form will be submitted to the Human Resources Office for analysis, development of an appropriate position description, and allocation to the appropriate classification and employment category.
- 5.2 Reallocation requests for existing positions may be initiated by either the supervisor or the incumbent of the position. Reallocation must be based upon the belief that substantive and permanent changes in job duties and scope of responsibility have occurred for over (6) six months.
 - 5.2.1 The supervisor initiating reallocation request will submit a completed position description questionnaire and working conditions analysis form to his/her appointing authority.
 - 5.2.1.1 The appointing authority reviews the form, indicates support/non-support for the request, signs and routes the form to the Human Resources Office for analysis and allocation recommendation.
 - 5.2.2 The employee initiating reallocation request will submit a completed position description questionnaire and working conditions analysis form to his/her immediate supervisor.
 - 5.2.2.1 The supervisor reviews, provides comment, indicates support/non-support for the request and signs the questionnaire. The signed questionnaire is then forwarded to his/her appointing authority.
 - 5.2.2.2 The appointing authority reviews the form, indicates support/non-support for the request, signs and routes the form to the Human Resources Office for analysis and allocation.
- 5.3 The Human Resources Office will complete analysis of the request and will issue allocation determination to the appointing authority, courtesy copied to the immediate supervisor, unit's union representatives, and as appropriate the employee. Analysis will include: appropriate allocation, effective date, estimated budgetary impact, and any other relevant information.
- 5.4 The appointing authority retains the right, following consideration of the analysis, to implement the reallocation or to change the duties of the position consistent with the current allocation.
 - 5.4.1 If choosing to implement the allocation, the appointing authority shall notify the Chief Administration Officer, the immediate supervisor, the affected incumbent, if appropriate, and the district's recognized bargaining units.
 - 5.4.2 If changing the duties of a classified position back to the current allocation, layoff rights may be exercised. Contact the Chief Administration Officer.
- 5.5 Allocation analysis and recommendations will be completed within sixty (60) calendar days of receipt by the Human Resources Office.

- 5.6 Allocation decisions will be implemented effective the date the questionnaire was either, if employee initiated, submitted to the immediate supervisor or, if initiated by the organization, upon appointing authority approval.

6.0 Appeals

- 6.1 Classified service employees have the right to appeal reallocation decisions to the Director of the Washington State Office of the State HR Director with a copy to the Human Resources Office within (30) calendar days of being provided the results of the analysis.
- 6.2 All other employment categories may appeal reallocation decisions to the Chancellor his/her designee within thirty (30) calendar days of being provided the results of the analysis.

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