



## SEQUOIA UNION HIGH SCHOOL DISTRICT

480 James Avenue, Redwood City, CA 94062  
650.369.1411 • www.seq.org

Human Resources - Todd Beal, Assistant Superintendent

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FR: AFSCME Local 829 & Human Resources  
TO: All Classified Staff  
CC: All Management  
RE: Reclassification Guidelines  
DATE: July 28, 2023

This past year members of AFSCME and the District came together to outline a new process for reclassification in the district for classified represented employees. The purpose was to have more clarity in the process which include: the [SUHSD Reclassification Policy](#) and an outline of the [Reclassification Process](#).

### What Is and What Is Not Reclassification

The process of reclassification is the redefining of a position to account for changes in duties, responsibilities, or work that alters the nature of the classification. Therefore, reclassification is the upgrading of a position to a higher classification as a result of the gradual increase in the duties being performed by the incumbent in that position.

The reclassification process focuses on the duties of the position and not the employees performance. The process does not require a change in salary schedule placement although a change in salary schedule placement may be a result of the process. The Reclassification Committee will review positions, the scope of work intended for the position and the accuracy of the current job description. The committee will not be considering working out of classification or sub responsibilities as part of this process. Lastly, reorganization of a department or assignment does not automatically result in a reclassification.

### Completing Reclassification Application

If you believe that the duties which you are currently performing are different than your current job description or that the level of responsibility or type of work that you are performing has changed the nature of the job classification such that it warrants reclassification to a higher level position, then you are encouraged to complete this [Position Information Questionnaire](#) to initiate the reclassification application.

Reclassification is considered for positions and not for individual employees. Therefore this will require applicants to involve other incumbents in the same classification. The application must be completed and turned into Human Resources between the first work day in August and October 1 of the school year.



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### **Which Positions Will Not Be Considered in 2023-2024 School Year**

The Reclassification Committee will not review positions included in Phase I of the current job study (Attendance Clerk, Food Service Warehouse Delivery Worker, Instructional Associate - Bilingual, Library Assistant, Payroll Technician, Personnel Office Assistant, Reprographics Technician, and Paraprofessional).

Additionally, positions included in Phase II of the current job study will not be considered for the Reclassification process. Phase II positions are to be determined.

Lastly, a reclassification request will not be considered for positions that have been reclassified within the last 3 years.

### **Disclaimer**

Applications for reclassification are not automatically granted and are subject to analysis for merit by the reclassification committee. Applications involving inconclusive findings or which warrant creation of a completely new classification may be subject to the negotiation process.