

**LETTER OF AGREEMENT #98**  
(Replaces #93)  
**CLASSIFICATION REVIEW PROCEDURES**


It is hereby acknowledged that the Kean College Administration and the Kean College Federation of Teachers have conducted joint discussions regarding the revision of procedures for classification reviews and appeals for professional staff.

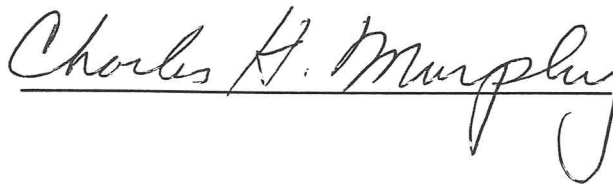
The understanding reached in the joint discussions and contained in the attached documents entitled **Classification Review Procedures** will be implemented effective immediately.

It is further understood that these procedures will stay in effect unless it is determined through discussion between the College and the Kean College Federation of Teachers that modification to the procedures should be made.

**KEAN COLLEGE OF NEW JERSEY**

**KEAN COLLEGE FEDERATION  
OF TEACHERS**

  
\_\_\_\_\_  
Date 9/17/97

  
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Attachment

23 November, 1998

To: Michael Lampert, Office of the President  
From: Richard Katz, Kean Federation of Teachers  
Re: Professional Staff Reclassification Peer Review Committee

The following Professional Staff members are KFT appointments to the first Professional Staff Peer Review Committee. As stated in Letter of Agreement 98, hereafter the committee will be elected in accordance with University Senate procedures.

Division of Academic Affairs: William DeGarcia, David Farrokh

Institutional Advancement: Linda Cimino, Maria Millan

Student Services; Wilfredo Vega, Mary Wuethrich

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## CLASSIFICATION REVIEW PROCEDURES

### PURPOSE

The purpose of this document is to describe the procedures used in reviewing a request for reclassification.

### DEFINITIONS

1. **Incumbent** refers to the employee in the position being reviewed.
2. **Supervisor** refers to the incumbent's immediate supervisor.
3. **Days** refers to calendar days, unless specified otherwise.

### REQUEST FOR RECLASSIFICATION

1. An incumbent, supervisor, or recognized negotiations agent may request a classification review of a designated position.
2. A request for review should be based on the belief that the duties and responsibilities of the position no longer conform to the job specifications for the current title.
3. The Office of Human resources shall provide the applicant with the job description and the job specification for both their current position and the position for which reclassification may be requested.

### PROCEDURES FOR SUBMITTING REQUEST

1. A request for classification review must be submitted in writing to the Office of Human Resources through the incumbent's supervisor. The request must include a completed Classification Review Request form (see attachment) and a table of organization for the incumbent's unit.
2. The supervisor shall complete the appropriate portion of the Classification Review Request and submit the form within 14 days.
3. The Office of Human Resources shall be responsible for the maintenance and management of all records related to the applicant's request.

### PROCESSING THE REQUEST FOR CLASSIFICATION REVIEW

1. Within 10 days, the Director of Human Resources will acknowledge receipt of the classification review request. In addition, the Director of Human Resources will inform the incumbent whether the request is complete, any missing information will be identified and requested. A copy of the original request will be attached to the acknowledgment.
2. Within 30 days of receipt of the request, the Director of Human Resources will review the request and direct an audit of the position. If additional information is required, notification will be forwarded to the incumbent. The incumbent will be provided with a summary of any additional information obtained from the supervisor through the audit process.

3. Within 60 days of receipt of the request, the Office of Human Resources will complete the audit of the position and issue the report to the Management Classification Review Committee, including the recommendation from the Director of Human Resources. A copy of that report will be forwarded to the incumbent. Within seven (7) days, the employee may submit a written response and/or additional materials that directly address any issues raised in that report. That response will also be forwarded to the Management Classification Review Committee.

4. Within 30 days of receipt of the audit report, the Management Classification Review Committee will review the documents and make one of the following three decisions:

- the position is properly classified;
- the position should be reclassified and procedures for its appropriate reclassification be initiated; or
- the position is properly classified, but out-of-title duties are being performed, in which case the immediate removal of inappropriate duties may be ordered.

A. If the recommendation is to reclassify, the notification letter sent to the applicable parties will identify the new title, range, salary and effective date of the action.

B. If the request for reclassification is denied, a title other than the one requested is proposed and/or elimination of out-of-title duties ordered, a brief rationale will be included in the notification to the applicable parties. The notification will also communicate the next level of appeal available to the incumbent.

#### **APPEAL OF THE MANAGEMENT CLASSIFICATION REVIEW COMMITTEE DECISION**

1. If the Management Classification Review Committee denies a request for reclassification, proposes a title other than the one requested, and/or determines the elimination of out-of-title duties, a brief rationale will be provided in the notification to the applicable parties.

2. The employee or recognized agent may file an appeal to the College President within 30 days of receipt of the decision. The appeal must contain copies of all classification review request materials submitted to the Office of Human Resources and a statement of the basis for the appeal.

3. Within 60 days of receipt of the appeal, a Hearing will be conducted by an officer appointed by the College President. No one who was involved in the classification review or who is a member of the managerial staff within the employee's Division shall be appointed as Hearing Officer.

4. The employee is entitled to self-representation, representation by counsel, or representation by the recognized agent. The employee must provide notice of the form of representation chosen at least 10 days prior to the scheduled hearing. Should the Hearing Officer reverse the decision of the Management Classification Review Committee, a notification letter will be sent to the applicable parties to identify the new title, range, salary, and effective date of the action.

5. Should the Hearing Officer uphold the decision of the Management Classification Review Committee, all materials will be forwarded to the President and to the Professional Staff Review Committee.

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6. The Professional Staff Review Committee will conduct an independent review of the reclassification request. The Professional Staff Review Committee will prepare a report and forward that report to the President. That report will also include an analysis of the duties of the position as related to the title specification.

7. The President will review the materials forwarded from both the Hearing Officer and the Professional Staff Review Committee. Within 20 working days after receipt of all materials, the President will issue a decision. The decision must be one of the following:

- The position should be reclassified.
- The position is properly classified.
- The position is properly classified, but out-of-title duties are being performed and those duties must removed from the employee's responsibilities.

8. Any reclassification and salary adjustment which results from a classification review or appeal will be effective on the first full pay period following the filing of the request for reclassification.

#### **PROFESSIONAL STAFF PEER REVIEW COMMITTEE**

1. The Professional Staff Peer Review Committee will be comprised of two representatives elected from each of the following divisions of the College: Academic Affairs, Student Affairs, and Institutional Advancement (once established). Representatives must be members of the bargaining unit on multi-year contract.

2. Nominations and elections for this committee will be conducted by the Faculty Senate. Only members of the professional staff are eligible to vote for this committee.

3. Members of the committee shall serve for two years. At any time no more than two members of the committee shall be from the same division, and no more than one member from any one area within a division.

4. In the first year the Professional Staff Review Committee will be comprised of members of the professional staff nominated by the union and approved by the Administration. In the following year one member from each division will be elected for a one year term and one member from each division for a two year term. In subsequent years the members will be elected according to established election procedures.