

LETTER OF AGREEMENT #93

(REPLACED BY #98)

**Classification Review and Appeal Procedures
for Professional Staff**

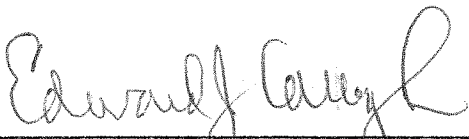
It is hereby acknowledged that the Kean College Administration and the Kean College Federation of Teachers have conducted joint discussions regarding the implementation of procedures for classification reviews and appeals for professional staff.

The understanding reached in the joint discussions and contained in the attached document entitled **CLASSIFICATION REVIEW AND APPEAL PROCEDURE** will be implemented effective December 1, 1992 and followed during the academic years 1993 and 1994.

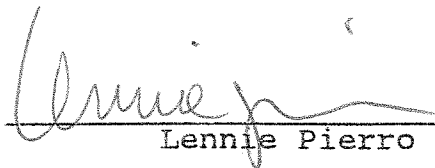
It is further understood that these procedures will be reviewed during academic year 1995, and that the current procedures will stay in effect unless it is determined through discussion between the College and the Kean College Federation of Teachers that modification to the procedure should be made.

KEAN COLLEGE OF NEW JERSEY

KEAN COLLEGE FEDERATION
OF TEACHERS



Edward J. Callaghan



Lennie Pierro

12/10/92 ?

KEAN COLLEGE OF NEW JERSEY
CLASSIFICATION REVIEW AND APPEAL PROCEDURE

Whenever an incumbent or supervisor believes that the scope of responsibilities assigned to a position has changed to a degree where it no longer conforms to the job specification for the current title, a request for classification review may be generated. A request from a unit employee may also be generated through the recognized negotiations agent.

A request for classification review must be submitted, in writing, to the Office of Personnel Services through the immediate supervisor. The request must include a current table of organization for the unit to which the position is assigned, and a completed Classification Review Request form (Attachment 1), which includes a statement identifying the specific responsibilities that do not conform to the specification for the title. If a different title for the position is being proposed, an explanation of how that title more accurately reflects the duties of the position must also be included.

The immediate supervisor should complete the appropriate portion of the Classification Review Request form. If the supervisor fails to complete and submit the form within 15 days, the employee may submit it directly to the Office of Personnel Services.

Within 10 calendar days of receipt of the request, the Director of Personnel Services will provide the incumbent with an acknowledgment of receipt. The acknowledgment will state that the request received is either complete or if incomplete, the missing information will be identified and requested. The acknowledgment will include a copy of the request form as received.

Within 30 calendar days of receipt of the request, the Director of Personnel Services will review the material and direct an audit of the position. If further information is required for clarification purposes, notification of same will be forwarded to the incumbent.

Within 60 calendar days of receipt of the request, the Office of Personnel Services will complete an audit of the position and issue its report to the Management Classification Review Committee. The incumbent will also be provided with a summary of any additional information obtained from the supervisor through the audit process.

Within 30 calendar days of receipt of the recommendation from the Director of Personnel Services, the Management Classification Review Committee will review the documentation submitted and determine that:

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

If the request results in the reclassification of the position, the notification letter to the applicable parties will identify the new title, range, salary and effective date of the action.

If the reclassification of the position is for a title other than the one proposed, or the request is denied, a brief rationale will be included in the notification to the applicable parties.

Within 30 calendar days of receipt of the Committee's determination, the incumbent or recognized negotiations agent may file an appeal to the President of the College, if there is disagreement with the determination rendered by the Management Classification Review Committee. The appeal must contain copies of all materials submitted at the first level and state the basis of the appeal.

Within 60 calendar days of receipt of the second level appeal, a hearing will be conducted by an officer appointed by the College President. The hearing officer will advise all parties of the review date when they may present their arguments. The employee is entitled to self-representation, representation by counsel or by the recognized negotiations agent.

At least 10 calendar days prior to the scheduled hearing, the employee must provide notice to the designated hearing officer as to the form of representation chosen for the hearing.

Within 15 working days of the hearing, the hearing officer will submit a written report to the President. This report will include an analysis of the duties of the position as they relate to the title specifications, findings, conclusions and a recommendation. A copy of the hearing officer's report will be forwarded to all parties.

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Within 20 working days of receipt of the hearing officer's report, the President will review the materials and notify the parties of the College's determination. The President's decision will include the duties of the position, findings of fact, appeal rights and procedures, conclusions and the determination that:

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

Pursuant to the provisions of NJAC 9:2-6.2, the employee or recognized negotiations agent may appeal to the Chancellor of Higher Education, if there is disagreement with the second level determination. This appeal must be filed within one year of receipt of the determination by the College President. Appeals to the Chancellor must conform to the provisions of N.J.S.A. 18A:6-27.

No decision by the Chancellor in a classification appeal shall preclude the College from removing the incumbent's out-of-title duties as an alternative resolution to implementing the reclassification of the position.

Reclassifications and corresponding salary adjustments resulting from this process will be effective on the first full pay-period following the filing of the reclassification request with the Office of Personnel Services.

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CLASSIFICATION REVIEW REQUEST
Office of Personnel Services

Employee Name _____

Current Title _____

Requested Title _____

Department _____ Ext. _____

ASSIGNED RESPONSIBILITIES - Describe in detail the responsibilities assigned to your position. Feel free to attach additional pages or documentation as required.

[Empty space for describing assigned responsibilities]

DESCRIBE HOW RESPONSIBILITIES HAVE CHANGED AND HOW THE PROPOSED TITLE MORE ACCURATELY REFLECTS CURRENT DUTIES AND RESPONSIBILITIES.

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Are there other employees reporting to this position? Yes No

Does the incumbent evaluate their performance? Yes No

If applicable, list the names and titles of employees reporting directly to and evaluated by this position.

I certify that the entries made above are my own and to the best of my knowledge are accurate and complete.

Employee Signature

Date

STATEMENTS BY IMMEDIATE SUPERVISOR:

What do you consider to be the most important responsibilities assigned to this position? Feel free to attach additional pages or documentation as required.

Comments on employee statements. Feel free to attach additional pages or documentation as required.

STATEMENTS BY IMMEDIATE SUPERVISOR (Continued)

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Do the responsibilities outlined in this document reflect duties currently assigned to this position?

Yes _____

No _____

If you answered no, please explain below.

Unit Director's Signature

Date

For Personnel Services Use Only:

Position # _____

Cost Center # _____

Current Title Code _____

Current Range and Step _____

Proposed Title Code _____

Proposed Range _____

AUDIT RECORD

Audited by _____

Date _____

Recommendation Summary:

Director of Personnel Signature

Date