



## OFFICE OF HUMAN RESOURCES

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### REALLOCATION PROCEDURES - CLASSIFIED STAFF Article 23 - AFSCME Agreement

#### **Individual appeal of Classification.**

Employees who seek a reclassification must adhere to the following procedures:

1. The employee requests an audit of the position on the Appendix E form, and also submits a fully completed reclassification Interview Guide to Trish Bonica at [pbonica@westfield.ma.edu](mailto:pbonica@westfield.ma.edu) in the Human Resources Office, and forwards a copy of the materials to the Union.
2. The Human Resources Officer or designee conducts a job audit within ninety (90) working days of receipt of the request.
3. Within ten (10) working days of completion of the job audit, the Chief Human Resources Officer, (CHRO) or designee holds a meeting to discuss the request and audit.
4. For successful appeals, the date the materials were received in Human Resources will determine the retroactive date of any monies owed to the appellant in accordance with the language in Article 23 of the AFSCME Agreement.
5. An AFSCME Position Description, the Interview Guide Template, Appendix E, and instructions for completing the AFSCME Position Description are available on My Westfield/Documents/Human Resources/Reallocation Process.
6. Please refer to Article 23 of the AFSCME Agreement for additional details on the process and timelines.
  - Contact Meagan in Human Resources to get your position number, appropriation, current job description, and a list of titles/grade levels and specifications.
  - Be sure to review possible titles and select the one you feel best describes your current responsibilities and duties. An important aspect of the reallocation process is a comparison of the state job specifications with the list of duties and responsibilities performed. Therefore, you should be careful to select a title which you believe best describes your position.
  - Article 23 of the AFSCME Agreement specifies that a copy of Appendix E should be forwarded by the employee to the union.
7. HR will request from your supervisor a list of changes in duties which may need to be revised on the job description for your position and an up-to-date organization chart for the department. Those materials should be forwarded to Human Resources as soon as possible.

- A job audit (Site visit and the gathering of information) to learn about the work the incumbent is performing) will be conducted by the Chief Personnel Officer or designee within ninety working days of receipt of Appendix E and the Interview Guide.
  - Within ten working days of completion of the job audit and in accordance with Article 23 of the AFSCME Agreement, a meeting is held. With HR, the supervisor and the employee, who may request that their union representative attend the meeting. The employee will be provided an opportunity to explain more fully the duties and responsibilities of their position, and they will have an opportunity to ask questions about the process.
  - The Interview Guide is distributed ahead of time in order to assist you in preparing for the reallocation meeting. As a result of that meeting, changes may be made to the job description. Those changes will be made by the Human Resources Office. The final version of the Interview Guide and the job description will be submitted to you and your supervisor for review and signature. The Chief Personnel Officer or designee is responsible for compiling the final version of the Interview Guide and the job description. Therefore, no signatures should be affixed to those documents until the final version is completed.  
Should you disagree with the final contents of the Interview Guide, you may attach a statement of reasons for disagreement. Your supervisor will also review the guide and provide a separate memorandum concerning any disagreement with content.
8. A final written determination will be made within thirty working days of the meeting.
  9. The decision of the Chief Personnel Officer/designee may be appealed within ten working days to the President's designee who shall issue a decision within thirty working days of receipt of the appeal.
  10. When a reclassification request is granted, the monies to fund the reallocation shall be budgeted for the following year. If funds are available, the effective date of the reclassification shall be the date the appeal was received in Human Resources.
  11. When a request for reclassification is denied by the university, the individual may submit within fifteen working days after the decision of the President's designee, a written appeal to the Chancellor of the Board of Higher Education or designee through the Higher Education Coordinator, AFSCME, 8 Beacon Street, Boston, MA 02108. A copy should be provided to the President's designee at Westfield State University. The individual filing the appeal must forward within ten working days after submitting the appeal to the Board of Higher Education the entire reclassification package.
  12. All appeals at the Board of Higher Education level shall be referred to the Higher Education Reclassification Review Committee. The makeup of this committee and the meeting schedule are described in Article 23 of the AFSCME Agreement.
  13. Notice of the date, time, and location of the hearing of the Reclassification Committee shall be sent in writing to the appellant or his/her representative and to the university at least twenty-one days prior to the scheduled date. Efforts will be made to hear an appeal within sixty working days of receipt of the reclassification package by the Chancellor.
  14. There are no further appeal levels in the process. Please refer to Article 23 of the AFSCME Agreement.