

**PERALTA COMMUNITY COLLEGE DISTRICT – SERVICE EMPLOYEES
INTERNATIONAL UNION, LOCAL 1021
DISTRICT’S PROPOSALS
SUCCESSOR COLLECTIVE BARGAINING AGREEMENT NEGOTIATIONS
Date: 2/23/23**

10.8 Desk Audits/Classification Studies

A position may be considered for a desk audit/reclassification once a unit member has completed one (1) year in specific position and it can be shown that responsibilities or additional duties at a higher level have been added to the position, which is not reflected in the current job description. For a new unit member, the six-month probationary period and the six-months of regular permanent employment constitute a one (1) year period. A unit member who has submitted a reclassification request may not apply for another reclassification for at least one (1) year from the date the last approved desk audit/reclassification.

Two "window periods" will be opened from May 1 through May 31 and November 1 through November 30 each year to provide unit members the opportunity to submit desk audit/reclassification review requests. If approved, the reclassification decision (pay and seniority) shall be retroactive to the date of submission. The parties will reevaluate the retroactive pay back period and the causes for any delays in this process, in future CBA bargaining sessions.

- a. The unit member has the right to submit a desk audit/classification review request to the District's Human Resources Department. The unit member shall submit the Desk Audit form to their first-level manager for acknowledgement purposes only. The first-level manager has ten (10) days to sign the form and forward it to Human Resources, and may include any comments ~~he or she~~they believes to be relevant. It is Human Resources' responsibility to notify the employee, first-level manager, and the Union of the desk audit/classification review results.

The District's Human Resources department shall complete a desk audit/classification review within ninety (90) days after the submission by the unit member, unless an extension is mutually agreed on by the Union and District.

If because of workload or staff absences, the District is not able to meet this timeline the union and the affected employee(s) shall be notified in writing. The notification shall include an estimated date for completion of the study.

- b. Incumbents will not have their salary reduced if downward reclassification is implemented.

- c. The Vice Chancellor of Human Resources and Employee Relations or designee will issue written recommendations for classification, changes to

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the job description (if any) and salary range allocation, and provide it to the Union and to the employee at the same time.

d. The Union may request to meet and confer over any disagreement, dispute, or questions regarding the outcome of the desk audit and recommendation of the Vice Chancellor of Human Resources and Employee Relations within 30 days after receipt. If the Union does not request to meet and confer, the determination from Human Resources will be considered final.

~~e.e. If within~~ lf, following meet and confers, 30 days following a "desk" or position audit and report by the Human Resources Office, the Union and the District are unable to reach agreement on the appropriate classification and pay rate for position, the following will occur:

1. Within 30 days of the meet and confer, ~~t~~The Union and the District will jointly select a classification and pay specialist, who has no connection to either the District or the Union, to conduct a hearing on the issues in dispute.
2. The Union and the District will jointly each prepare a brief written statement of and reasons for their final position on the classification and pay rate for the position(s) in the study. A copy of this statement will be provided to the other party and to the classification and pay specialist within thirty (30) working days of the hearing.
3. **3.** The hearing will be informal and strict rules of evidence will not be required. The purpose of the hearing is to provide an opportunity for both parties to present facts and arguments in support of their position. **Five** days prior to the hearing, the parties shall exchange anticipated exhibits.
4. The classification and pay specialist shall be limited to selecting either the District's or the Union's final proposal. The classification and pay specialist is not authorized to recommend any modification to either final proposal or to recommend a proposed resolution that is different from either the District or Union's final proposal.
5. The cost of the outside classification and pay specialist shall be shared on a 50/50 basis. The selection list of the outside classification and pay specialists will be mutually agreeable between the District and Union. The outside classification and pay specialist selection list shall be upgraded every three years in order to obtain current and best-qualified candidates for their

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expertise in the field of job evaluation. The outside classification and pay specialist shall submit their decision within thirty (30) working days.


6. Procedural violations of this section 10.8 are subject to the grievance procedure. The outside classification and pay specialist's resolution of the merits of a reclassification request is not subject to grievance procedure.


f) The reclassification process shall be considered final following: 1) a signed agreement (including a finalized job description, seniority list, and any owed payment) by the parties or 2) a written selection by the classification specialist and if necessary, finalization of job description, seniority list, and any owed payment.


10.9 Classification of New Positions


All newly created positions shall be processed and reviewed by the Union and Human Resources to recommend a job description and salary placement. When recommending salary placement, consideration shall be given to the newly created position with similar positions in and outside of the unit. If the Union does not respond within 45 days, the job description and salary schedule placement from Human Resources will be considered final.

For the District: 
Dr. Tammeil Gilkerson

For SEIU Local 1021: 
Mo Kashmiri

For the District: 
Ronald McKinley

For SEIU Local 1021: 
Richard Thoele

For the District: 
Che Johnson

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Article 10 - Desk Audits District Counter Proposal 2.23.23

Final Audit Report


2024-03-13

Created:	2024-03-12
By:	Socorro Taylor (STAYLOR@PERALTA.EDU)
Status:	Signed
Transaction ID:	CBJCHBCAABAAOV2PAFu8b8hVnMAijqoZptjAiPbFR6kq


"Article 10 - Desk Audits District Counter Proposal 2.23.23" History

-  Document created by Socorro Taylor (STAYLOR@PERALTA.EDU)
2024-03-12 - 11:37:42 PM GMT
-  Document emailed to Mohammad Kashmiri (mo.kashmiri@seiu1021.org) for signature
2024-03-12 - 11:40:18 PM GMT
-  Email viewed by Mohammad Kashmiri (mo.kashmiri@seiu1021.org)
2024-03-12 - 11:50:22 PM GMT
-  Document e-signed by Mohammad Kashmiri (mo.kashmiri@seiu1021.org)
Signature Date: 2024-03-12 - 11:52:14 PM GMT - Time Source: server
-  Document emailed to Richard Thoele (rthoele@peralta.edu) for signature
2024-03-12 - 11:52:15 PM GMT
-  Email viewed by Richard Thoele (rthoele@peralta.edu)
2024-03-13 - 0:45:23 AM GMT
-  Document e-signed by Richard Thoele (rthoele@peralta.edu)
Signature Date: 2024-03-13 - 0:46:35 AM GMT - Time Source: server
-  Document emailed to cjohnson@lcwlegal.com for signature
2024-03-13 - 0:46:36 AM GMT
-  Email viewed by cjohnson@lcwlegal.com
2024-03-13 - 0:47:15 AM GMT
-  Signer cjohnson@lcwlegal.com entered name at signing as Che Johnson
2024-03-13 - 2:20:54 AM GMT



 Document e-signed by Che Johnson (cjohnson@lcwlegal.com)


Signature Date: 2024-03-13 - 2:20:56 AM GMT - Time Source: server

 Document emailed to Ronald McKinley (rmckinley@peralta.edu) for signature


2024-03-13 - 2:20:57 AM GMT

 Email viewed by Ronald McKinley (rmckinley@peralta.edu)

2024-03-13 - 3:57:08 AM GMT

 Document e-signed by Ronald McKinley (rmckinley@peralta.edu)

Signature Date: 2024-03-13 - 3:57:28 AM GMT - Time Source: server

 Document emailed to Tachetta Henry (tachettahenry@peralta.edu) for approval

2024-03-13 - 3:57:29 AM GMT

 Email viewed by Tachetta Henry (tachettahenry@peralta.edu)

2024-03-13 - 4:17:47 AM GMT

 Document approved by Tachetta Henry (tachettahenry@peralta.edu)

Approval Date: 2024-03-13 - 4:18:03 AM GMT - Time Source: server

 Document emailed to Tammeil Gilkerson (tgilkerson@peralta.edu) for signature

2024-03-13 - 4:18:04 AM GMT

 Email viewed by Tammeil Gilkerson (tgilkerson@peralta.edu)

2024-03-13 - 4:27:08 AM GMT

 Document e-signed by Tammeil Gilkerson (tgilkerson@peralta.edu)

Signature Date: 2024-03-13 - 4:27:39 AM GMT - Time Source: server

 Agreement completed.

2024-03-13 - 4:27:39 AM GMT

