



Classified Allocation Procedure

Purpose

The College is responsible for ensuring all Classified positions are allocated appropriately. In carrying out this procedure, provisions of [Chapter 357-13 WAC](#) and the [Collective Bargaining Agreement with the Washington Federation of State Employees Higher Education Community College Coalition](#) will be considered. Reallocations may be initiated by the College or by the employee. Regardless of the initiating party, reallocations require thorough review of the relevant class specifications and the duties and responsibilities listed on the employee's position description (PD). This procedure shares the process for each type of reallocation.

Employer-initiated Reallocation

Reallocation is necessary when there is a new or vacant position, reassignment of duties, or a reorganization. The steps for an employer-initiated reallocation are as follows:

- 1. Supervisor submits a current position description for the employee to HR.**
 - a. Conduct job analysis. Outlines primary duties and responsibilities, essential functions, and identifies required education, experience, and competencies needed for successful performance in the position.
 - b. If reallocation is to an existing position, consult with incumbent (employee) to make any proposed changes to the PD.
- 2. HR reviews the proposal and Position Description.**
 - a. HR may provide feedback and ask clarifying questions.
 - b. HR may make recommendations regarding needed adjustments to assigned duties to bring the position in compliance with the proposed allocation.
- 3. HR will approve, deny, or make a recommendation for proper allocation.**
- 4. Supervisor determines budgetary impact and seeks approval from their Vice President if applicable.** *Please note that the fiscal impact will not be a factor in whether or not a reallocation occurs.*
- 5. If necessary, for reorganization or retention reallocations, the Vice President of Foundation, HR, & Legal Affairs seeks approval from the Executive Leadership Team or the President if time is a factor.**
- 6. HR prepares a reallocation letter to the employee.**

Employee-initiated Reallocation

In accordance with [WAC 357-13-060](#), this procedure applies when there are permanent and substantive changes in the job duties and scope of responsibility of a position involving the addition, reduction, or modification of duties and responsibilities. In such cases, reallocation to a different job classification may be warranted. Employees can request review as frequently as every six months.

The steps for the employee-initiated reallocation are as follows:

Employee

1. Submit [Position Review Request – Employee Portion](#) (PRR) to the immediate supervisor.
 - a. Sending a copy to Human Resources at the same time is beneficial to the employee because the date the PRR is received in HR is the effective date for retroactive pay for a reallocation.

Supervisor

2. Meet with the employee to discuss any differences/disputes related to the job duties and responsibilities.
3. Agree or disagree with the employee's statement of duties, sign the PRR – Employee Portion, complete and sign [PRR – Supervisor Portion](#). Provide both forms to HR for review.

Human Resources

4. Review PRR Employee and Supervisor Portions, employee's position description, and relevant class specifications.
5. If necessary, conduct desk audit and/or ask clarifying information from the employee, the supervisor, and Vice President.
6. Discuss preliminary recommendation with supervisor and Vice President.
7. Based on additional information/input, make allocation decision.
 - a. If approved, HR will notify the employee in writing.
 - i. Effective date is the date the PRR was received by HR.
 - b. If denied, adjustments in that position's duties may need to be made in order to bring the duties into compliance in the existing PD.
 - c. If another allocation other than what was proposed is determined appropriate, HR will notify the employee in writing.
 - i. Effective date is the date the PRR was received by HR.

Supervisor

8. Provide updated PD to HR if they haven't already done so.