

Classified Staff Issues Committee (CSIC) Minutes
August 26, 2003

Present: Diana Allaby, Sue Barthel, Phil Certain, Jeanne Hennessey, Angela Powell, Sandy Ramer, Deb Vaughan, Deb Zurbuchen

1. *Parking (Chris Bruhn)*

Chris Bruhn explained the parking system. A parking priority number is assigned to each individual within the division. Within the College of Letters & Science this priority number is based on an individuals age and position title. Different divisions use different determinants such as salary, seniority etc. Additional points are assigned for carpooling. Salary based parking fees will not be implemented.

2. *Explanation of Reclassification/Classification Procedure (Diana Allaby)*

Diana Allaby explained the reclassification/classification procedure. 273 reclassifications have been processed in past 6 years with 92% being approved and 8% being denied or withdrawn. There is absolutely no money component in the approval process, money is never a consideration when determining whether a reclassification request is approved or denied. Steps in the reclassification process include: supervisor submits reclassification request to the L&S Human Resource Office; a comparison is done between the position description and the position standards to determine which title is the "best fit" (more than 50% of the job responsibilities); an audit may be performed by the College Human Resource Manager if approval is not evident by the paperwork submitted; if the reclassification is approved and the title is not delegated to the College, the reclass will be submitted to the Classified Personnel Office for approval. The effective date is determined by the date the paperwork was submitted to the College Human Resource Office. The College Human Resource Office will work closely with the supervisor in suggesting possible language changes when appropriate. Length of processing time has been reduced in recent years due to the on-line process as well as the addition of a .5 FTE in the College Classified Human Resource Office several years ago.