

Window-Period

*F*requently *A*sksed *Q*uestions

1) **What is the “Window-Period”?**

The term “Window-Period” refers to the annual period (January through February) during which classified contract employees may submit a request for review of the classification or range allocation of their existing position. Employees or their supervisor/manager may request this review (reclassification or reallocation). The timeline and the process are the same except for the required form. Refer to “Info For You - about job classification” brochure.

2) **What do I need to do to have my position reviewed?**

Talk to your supervisor/manager and explain what you believe are the differences between what you were hired to do and what you are now being asked to do. This must be done before January 31. This deadline is not meant to limit the information or data you wish to include, but to ensure both you and your supervisor/manager can clarify any expectations before the form is completed. This will also provide ample time to discuss or obtain necessary signatures for the form.

You or your supervisor/manager may request forms from Human Resources during the annual Window-Period. You may request hard copies or an electronic version of the necessary forms (via e-mail).

3) **Who has to sign my form?**

Your supervisor/manager will have to sign the form, so your discussion will allow you time to talk about your duties early in the process. Often times, supervisors/managers will have the opportunity to take away or not assign those ‘out-of-class’ duties, which would return your job to its original classification.

If you decide to proceed, then complete the form and have your supervisor/manager sign and forward it to the appropriate management levels for signatures before it is sent to Human Resources. Be sure to allow enough time to complete the form and to allow enough time for review with your supervisor/manager before the close of the Window-Period.

4) **What happens next?**

In the event your supervisor/manager indicates that s/he does not agree with your documentation of your position duties, be prepared to meet with representatives from Human Resources prior to moving to the next step of the process. Your supervisor/manager’s role is to review and ensure accurate reflection of your assignment. While your supervisor/manager may not agree with all the information you provide on the form, they may not make any revisions to its content. However they may include their comments. Open discussions with your supervisor/manager regarding your view of your position will enhance this process. See Question 2 above.

5) What happens after I send in the form?

Once the form has all required signatures, it should be forwarded to Classification & Compensation, Human Resources. The collected information will be analyzed and related to the District's current classification structure, policies and rules. You may be contacted for clarification or additional information. If it is determined that permanent changes have occurred in your job, the request for review may be forwarded to the next step.

6) Does everyone who submits a form get a review or interview?

Human Resources performs the initial review of your form to make sure it meets guidelines. If your form does not meet guidelines, it may be returned without further review or if it is an Office Technical position, the AFT/OT Panel is included in the review, or you may be asked for additional information. A memo from Human Resources will detail this decision and any further steps. For requests that warrant further clarification, interviews will be scheduled before the end of May. You and your supervisor/manager may be asked to attend a meeting with a classification analyst/Panel to clarify the assignments, tasks or functions of your position. Be prepared to discuss the differences in what you were hired to do and your current assignments, tasks and functions. Bring examples of these differences, if possible.

Then the classification analyst/Panel makes a recommendation. If the recommendation favors changes to your position resulting from this review, your President/Vice Chancellor may choose to withdraw those duties that affected the change. Or, he/she may agree with the recommendation and prepare a docket with rationale and budget implications for approval of the Board of Trustees. The final decision to change positions rests with the District's Board of Trustees.

7) How will I be notified of the results of the interview?

Once the review has been completed, a letter with the formal recommendation will be sent to your President/Vice Chancellor with a copy to you and your supervisor/manager. See Question 6 above.

8) What about the new AFT/OT Panel? How does that affect my reclassification request?

The AFT/Office Technical collective bargaining agreement allows for panel review of each position. Please refer to your bargaining agreement for specific information.

9) How long does the process take?

Generally the process timeline for the Window-Period is as follows:

Submission of forms	January – February
Human Resources review	March
Interviews	April/May
Appeals (if allowed)	May/June
Docket presentation	June
Effective date of changes	July 1 (except for appeals)

10) Is there an appeal process?

There are some differences between the collective bargaining agreements/employee handbooks regarding an appeal process. Please refer to your bargaining agreement/handbook for specific information.