

the Window-Period and Classification Review Process

What happens after the interview/review meeting?

- 1. Position/Classification review recommendations are given to Human Resources:**
 - The AFT/O-T Panel usually makes recommendations the day of the interview/review meeting.
 - Non-AFT/O-T positions' recommendations are made by the Hay Analyst usually within 2 weeks of the interview/review meeting.
- 2. Human Resources presents every recommendation to Chancellor's Cabinet for discussion.**
- 3. After Chancellor's Cabinet's review, Human Resources sends recommendations to incumbents, and appropriate supervisors/managers and executives.**
 - The Campus President or Department Vice Chancellor or Executive is contacted to determine the acceptance of the recommendation or continuing the position in its current classification. (30 calendar days for AFT/O-T recommendations)
 - The Executive has the capability to either: approve the recommended changes; remove the duties attributed to the recommended change and reject the recommended changes; or appeal the recommendation and request a second review.
 - To reject the recommended changes, the Executive must meet with Human Resources and the incumbent.
 - Non AFT/O-T incumbents have 15 days from the date of Human Resources' notice of recommendation, to appeal.
 - AFT/O-T incumbents do not have an Appeal Process.
- 4. Human Resources prepares one Board Agenda Item concerning all non-appealed changes to positions/incumbents related to the Window-Period. This Board Agenda Item is presented to the Board for Approval in June or July with an effective date of July 1st.**
 - Positions and incumbents involved in the Appeal Process may be delayed and affected with an effective date after July 1st.
- 5. After the Appeal Process, if there are changes requiring Board Approval, Human Resources will prepare a subsequent Board Agenda Item with an effective date of the 1st of the month following Board Approval.**
- 6. After the Board approves the Board Agenda Item (changes):**
 - Human Resources contacts the site and request a PAS Sheet to reflect the approved changes.
 - Human Resources makes appropriate changes and updates for Position Control.