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WEST HILLS COMMUNITY COLLEGE

CLASSIFIED PERSONNEL

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CLASSIFICATION REVIEW

Upon notification from the Chancellor, the Director of Human Resources shall begin the classification review process referred by the Chancellor to determine what changes to the job description and salary would be necessary.

After the appropriate analysis has been done by the Director of Human Resources, the request for the reclassification along with any findings shall be reviewed with the responsible Dean or Director; Vice Chancellor of Business Services; and the Chancellor.

After meeting the terms of the collective bargaining agreement the request will then be forwarded to the Chancellor for review.

If the Chancellor agrees with the reclassification, the request shall be placed on the next available agenda for review by the Board of Trustees. The effective date for implementation shall be determined by the Board of Trustees.

For those positions which do not fall under the collective bargaining unit, the reclassification request will be placed on the next available agenda for consideration by the Board of Trustees with an implementation date to be determined by the Board of Trustees.

Board approved: 7/27/99