

**ARTICLE 8**  
**CLASSIFICATION**

**8.1 CLASSIFICATION**

- A. The University will adopt the new classification system implemented by the Washington State Department of Personnel on January 1, 2005. The University agrees to implement subsequent phases of the new classification system as approved by the State Human Resources (SHR).
- B. Prior to submission to SHR the University or the Union will provide to the other party, in writing, any proposed changes to the classification plan including newly created classifications. Upon request of either party, the University and the Union will bargain the effect(s) of a proposed change to an existing class or newly proposed classification within bargaining units covered by this Agreement.
- C. A position description will be maintained for each position and will list the primary duties and responsibilities assigned to the position, knowledge, skills and abilities, essential functions, performance expectations, and other job-related information. Employees will have, or be provided with, the training for the job tasks they are expected to perform. Upon request, the position description will be made available to the employee or to the Union.
- D. The SHR classification appeal process provides the sole and exclusive method for employees to appeal the determination of Human Resource Services regarding allocation or reallocation of classification.
- E. Human Resource Services will review vacant bargaining unit positions prior to recruitment to ensure the proper classification is assigned. Positions will not be reallocated during the incumbent's probationary period.
- F. Temporary duty assignments lasting less than six (6) months will be excluded from this process.
- G. **Employee Requested Review:** An employee who believes that the duties of his/her position have changed or that the position is inaccurately classified may request a classification review. The employee may seek the assistance of a Union

representative in preparing the request for a classification review.

- H. The effective date of an employee requested reallocation is the date the completed request was filed with Human Resource Services. Human Resource Services will notify the employee of the materials needed to complete the application.
- I. Decisions regarding the appropriate classification will not be subject to the grievance procedure. The employee may appeal the determination of Human Resource Services to the SHR within thirty (30) days of being provided the written decision. If the dispute continues after the Director renders a written decision, the employee may appeal to the Washington State Personnel Resources Board for a final and binding decision.
- J. If an employee has performed the higher level duties for at least six (6) months and meets the position competencies and other requirements, the employee will remain in the position and retain the existing appointment status.
- K. If the employee is reallocated to a position with a lower salary range maximum, the employee is eligible to be placed on the University's layoff list for the class in which the employee held permanent status prior to the reallocation. If the employee does not elect to remain in the position he/she will be allowed to undergo the layoff process.