

CCS Administrative Procedure

2.00.01 – A Classification

Implementing Board Policy [2.00.01](#)
Contact: Human Resources

1.0 Classification Objective and Responsibilities (summary of Board of Trustees Policy 2.00.01)

Community Colleges of Spokane (CCS), aware of its obligations as an institution of higher education and steward of the public trust, will ensure that personnel administration procedures and practices comply with federal, state and local laws and statutes. All CCS positions shall be part of a classification plan, established and/or maintained by the Chief Strategy and Administration Officer (CSAO) pursuant to applicable collective bargaining agreements, [Washington Administrative Code \(WAC\) 357-13](#) and rules established by the State of Washington [Office of Financial Management](#) (OFM), or as outlined in this procedure.

- 1.1 The classification plan shall provide for the grouping of positions by job description into a system of classes, occupational categories and/or unit allocations.
- 1.2 The classification plan shall be the basis for other procedures and rules related to recruitment/selection, compensation, training, promotion, demotion, reduction in force, reemployment and related issues as stipulated by applicable rules and collective bargaining agreements.
- 1.3 The classification plan shall provide the basis for compliance with the following federal and state laws, rules and regulations:
 - 1.3.1 [Fair Labor Standards Act](#) (FLSA)
 - 1.3.2 [Equal Pay Act](#)
 - 1.3.3 [Uniform Guidelines on Employee Selection](#)
 - 1.3.4 [Americans With Disabilities Act](#) (ADA)
 - 1.3.5 [WAC 357-13](#) and related rules of OFM
- 1.4 The classification plan shall be maintained consistent with this procedure to ensure continued compliance with these statutes and, further, to ensure ongoing compliance with the compensation principles of internal consistency and external competitiveness.
- 1.5 Immediate supervisors are responsible to ensure accurate position descriptions for each position under their supervision are established and maintained. Immediate supervisors must submit any edits to position descriptions to the Human Resource Office (HRO) for review and approval. The HRO maintains all official position description and personnel records.
- 1.6 The CSAO, having delegated responsibility to the HRO, is responsible for maintaining, periodically reviewing and analyzing the position description for each CCS position.
- 1.7 The CSAO is responsible for ensuring job analyses are consistent and accurate across units and divisions.
- 1.8 For classified service positions, the job descriptions will conform to the requirements of [WAC 357-13](#) and rules established by the OFM.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 Allocation: a process to determine a position's proper employment category and placement within the category based on the position's duties.
- 2.2 Appointing authority: only the Chancellor and campus presidents have the authority to make employment appointments. This authority may be delegated by these parties as appropriate.
- 2.3 Classification: a grouping of similar positions with significantly similar responsibilities and competencies.
- 2.4 Classification series: all classifications within a recognized career ladder or training series.
- 2.5 Employment categories: the various categories of employment recognized by CCS and described in more detail in section 3.0 below
- 2.6 Incumbent: the current holder of a position within the organization.
- 2.7 Occupational category: a grouping of two or more classifications performing similar work e.g., Administrative Services, Education, Information Technology.
- 2.8 Office of Financial Management (OFM): the State of Washington department charged under [WAC 357-13](#) with development of the state's classified service classification plan.
- 2.9 Position analysis: a process by which the duties, responsibilities, competencies and other aspects of a position are reviewed to determine proper classification.
- 2.10 Position description: the description of the specific duties and responsibilities performed, the competencies, the essential functions, licenses and certifications required, and the working conditions for a specific position.
- 2.11 Reallocation: a process that is initiated by the employee or management to request the HRO conduct a position analysis to review a position's duties, based on substantial and permanent changes to the position, for proper classification.

3.0 Employment Category Allocation

Positions are allocated to a specific employment category by the CSAO. Allocation is based upon the following criteria.

- 3.1 Academic: any instructor, counselor, or librarian who is employed by CCS and not otherwise excluded by law pursuant to Revised Code of Washington (RCW) [Chapter 28B.52](#).
- 3.2 Administrator position: a contracted leadership position that does not fit under OFM's occupational categories and is exempt as defined under the FLSA, and/or is designated as exempt from the application of the rules provided in [WAC 357](#).
- 3.3 Classified: all positions subject to the provisions of [Chapter 41.06 RCW](#) and [WAC 357](#). These positions follow the guidelines outlined by OFM's occupational categories and the classification rules outlined in [WAC 357-13](#). In addition to regular appointments, there are four other appointment types:
 - 3.3.1 Cyclic: positions for which employment is less than twelve full months and may be less than forty hours per week due to known recurring work breaks in the annual cycle.

- 3.3.2 In-training: positions, or groups of positions, linked into a classification series providing for advancement to the next level upon successful completion of a designated training program period at the lower level.
- 3.3.3 Non-permanent classified: a temporary position with a set full-time equivalent (FTE)/schedule of twenty hours or more per week that is expected to last for six months or more. Non-permanent classified positions are overtime-eligible, benefit eligible and retirement eligible. Non-permanent classified positions are not to exceed eighteen months.
- 3.3.4 Non-permanent part-time hourly: a temporary, hourly position used to fill the absence of a permanent employee, during a workload peak, while recruitment is conducted, or to reduce the possible effects of a layoff. Non-permanent part-time hourly positions are not to exceed eighteen months and are defined by OFM's classification and compensation structure.
 - 3.3.4.1 To retain a non-permanent part-time hourly employee in an ongoing manner, a minimum of a two-week short work break must be used during each eighteen-month period. Non-permanent part-time hourly positions are overtime eligible and may be benefit eligible and retirement eligible. Hours can be reduced or increased at the supervisor's discretion.
- 3.3.5 Temporary part-time hourly: an at-will, temporary position created for a limited period to cover unanticipated workloads, emergency situations, peak workloads of a limited duration, or other situations involving a fluctuating staff. Temporary part-time hourly employees are not part of the civil service job classification and compensation structure and are defined locally. Temporary part-time hourly positions can work up to a lifetime maximum of 1050 hours or twelve months, whichever comes first. Once the 1050 hours or twelve-month maximum is reached with CCS, the individual is no longer eligible for this same type of employment with CCS.
- 3.3.6 Project: positions for which employment is contingent upon state, federal, local, grant, or other special funding of specific time-limited duration.
- 3.4 Exempt: any contracted, non-faculty position that does not fit under OFM's occupational categories and is exempt as defined under the FLSA, and/or is designated as exempt from the application of the rules provided in [WAC 357](#).

4.0 Classification Allocation

- 4.1 Full-time CCS positions, other than faculty, are described by a position description based upon an analysis of the duties and responsibilities performed. Also included are the competencies necessary to adequately perform the required duties, physical requirements, essential functions, conditions of employment and other preferred competencies. Each full-time position description will be assigned to a classification.
- 4.2 New faculty, professional exempt and administrative positions are recommended by the appointing authority and approved by the CSAO, consistent with the overall classification plan.
- 4.3 Each recognized bargaining unit and the appropriate appointing authority will be notified of position reallocation and/or changes in classification.
- 4.4 Allocation of new positions will be initiated by the supervisor using the allocation review forms provided by the HRO. Allocation review forms will be submitted to the HRO for position analysis, approval of the position description and allocation to the appropriate employment category and classification.

5.0 Reallocation

- 5.1 Reallocation requests for existing positions may be initiated by either the employee or management.
- 5.2 Reallocation must be based upon the belief that substantive and permanent changes in job duties and scope of responsibility have occurred for more than six months.
 - 5.2.1 The incumbent initiating an employee reallocation request will submit completed and signed reallocation review forms to the HRO.
 - 5.2.1.1 The immediate supervisor and appointing authority will review the request, provide comment, verify the accuracy of the request and sign the request prior to HRO conducting a position analysis.
 - 5.2.2 The supervisor initiating a management reallocation request will submit completed and signed reallocation review forms to the HRO.
 - 5.2.2.1 The appointing authority will review the request, indicate support/non-support and sign the request prior to HRO conducting a position analysis.
- 5.3 The HRO will complete an analysis of the request and will issue a reallocation determination to the appointing authority, immediate supervisor, incumbent and the unit's union representative. Analysis will include appropriate classification, effective date, estimated budgetary impact and any other relevant information.
- 5.4 Notice of reallocation must include:
 - 5.4.1 Information regarding the employee's right to request a director's review of the reallocation per [WAC 357-13-080](#).
 - 5.4.2 Written notice of reallocation may be provided using alternative methods, such as email, except for notice or reallocation to a class with a lower salary range maximum.
 - 5.4.3 If the reallocation is to a class with a lower salary range maximum, the employee must receive at least fifteen calendar days' written notice of the reallocation per [WAC 357-13-070](#) by hand delivery or U.S. mail. The employee may request to waive or shorten the fifteen-day notice period.
- 5.5 Reallocation analysis and determination will be completed by the HRO within sixty calendar days after receipt of request and all necessary documentation.
- 5.6 Reallocation determinations will be implemented on the effective date determined as follows:
 - 5.6.1 If employee initiated, effective the pay period start date (1st or 16th) closest to the date the request was signed by the employee for submission to the immediate supervisor.
 - 5.6.2 If initiated by management, effective the pay period start date (1st or 16th) closest to the date the request was signed by the supervisor for submission to the appointing authority.
- 5.7 The appointing authority retains the right to implement the reallocation or to change the duties of the position consistent with the current classification.
 - 5.7.1 If choosing to implement the reallocation, the appointing authority or designee shall notify the HRO via [Employee Action Notice](#) (EAN).

- 5.7.2 If changing the duties of a classified position back to the current allocation, layoff rights may be exercised. Contact the HRO.

6.0 Working Conditions Analysis

- 6.1 Allocation, reallocation, and review of vacant positions will include analysis of the working conditions to determine requirements and inform reasonable accommodations for the position.
- 6.1.1 The immediate supervisor will provide relevant information to the HRO to complete a working conditions analysis (WCA) for the position.
- 6.1.2 The HRO may periodically request updated information from immediate supervisors to ensure WCAs are current.
- 6.1.3 Working conditions are documented as physical requirements on the position description.

7.0 Appeals

- 7.1 Classified employees have the right to appeal reallocation decisions to [OFM State HR](#), with a copy to the HRO within thirty calendar days of receiving the results of the analysis per [WAC 357-13-080](#).
- 7.2 All other employment categories may appeal reallocation decisions to the proper appointing authority within thirty calendar days of receiving the results of the analysis.

8.0 Related Information

- 8.1 [Americans With Disabilities Act of 1990, as amended](#)
- 8.2 Applicable Collective Bargaining Agreements:
- 8.2.1 For represented classified employees – [Collective Bargaining Agreement with Washington Federation of State Employees](#)
- 8.2.2 For represented faculty – [Master Contract with Association of Higher Education](#)
- 8.3 [CCS Employee Action Notice](#)
- 8.4 [Chapter 28B.52 RCW](#) Collective Bargaining – Academic Personnel in Community Colleges
- 8.5 [Chapter 41.06 RCW](#) State Civil Service Law
- 8.6 [Equal Pay Act](#)
- 8.7 [Fair Labor Standards Act](#)
- 8.8 State of Washington [Office of Financial Management](#)
- 8.9 [Uniform Guidelines on Employee Selection \(1978\)](#)
- 8.10 [WAC 357](#) Office of Financial Management – State Human Resources Director
- 8.10.1 [WAC 357-13](#) Classification

8.10.1.1 [WAC 357-13-070](#) Must an employer notify an employee when the employee's position is reallocated?

8.10.1.2 [WAC 357-13-080](#) Can an employee request a director's review of a position review or reallocation of the employee's position?

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