

UCLA HEALTH

RECLASSIFICATION PROCEDURE FOR TEAMSTERS – CLERICAL & ALLIED SERVICES (CX)

Jobs at UCLA Health are classified based on the duties and responsibilities assigned and exercised. As duties and responsibilities change, the position may be reclassified.

Requests for reclassification are reviewed when permanent and substantial changes in job duties occur. Common examples include:

1. The position has undergone significant changes in level of responsibility since last reviewed.
2. Changes in the scope, nature, variety, and complexity of work performed
3. Changes in supervision received
4. Changes in supervision exercised
5. The position (not the person) is being reclassified for bona fide business reasons.

PROCESS

Reclassification requests are reviewed and approved by Compensation, UCLA Health Human Resources (HR) Department. A complete reclassification request includes a copy of the current job description, summary of job duties and responsibilities justifying the reclassification, and justification using the appropriate reclassification form. Reclassification requests are submitted via [email to Compensation](mailto:mchrbureclas@mednet.ucla.edu) at mchrbureclas@mednet.ucla.edu from either the department or employee and reviewed by the Compensation Analyst assigned to the requesting department.

The requested information assists in the reclassification review process and reduces potential delays with gathering information after the request has been submitted. Prior to submitting a reclassification request, the information below should be completed using the reclassification form, and then submitted to UCLA Health's Compensation unit with a copy to employee's supervisor.

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

A summary of all duties and responsibilities with percentages associated with each job function which justifies the reclassification request.

JUSTIFICATION

The justification should contain the reason(s) for the reclassification request, a summary of key changes to the position, and any relevant background information. This should be written so a third-party reading this letter would be able to understand the rationale and justification of the request.

Describe what prompted changes to the position and the request for a reclassification review. Provide any relevant background information that may have resulted in changes to this position (e.g. reorganization of department, consolidation of positions, new or significantly expanded program, etc). If this position has assumed responsibilities from another position, please identify the other position/incumbent.

If known, identify positions in the proposed classification in the unit that perform comparable duties and responsibilities.

Provide any additional information that either justifies the reclassification request or assists with understanding the position.

JOB DESCRIPTION (CURRENT)

The current signed job description.

REVIEW PROCESS

1. After a request for reclassification is submitted to Compensation for review, the employee and supervisor will be notified of the following:
 - a. Confirmation that the request has been received by Compensation for review
 - b. A request for missing information for incomplete requests.
2. Compensation will issue a determination no later than 120 calendar days from the date of receipt of the completed request for reclassification

APPEAL OF CLASSIFICATION DECISION

The employee may appeal the denial of a reclassification decision. The request shall be in writing on a Request for Appeal of Classification Decision form. The form must be filed within 30 calendar days of the date on which the reclassification decision was issued. The request shall state the basis upon which the employee is requesting a review.

Employees shall file appeals via email: mchrbureclas@mednet.ucla.edu

If the appeal has been received within the 30 calendar day timeframe, the Director of Compensation will assign the classification review to a different compensation analyst than the one who conducted the initial review. The compensation analyst will contact the employee to schedule a desk audit to assist in the classification process.

The employee and supervisor shall be notified within 60 calendar days from the date of the acceptance of the appeal of the final classification determination.

If a decision is not appealed within the time limits, it will be considered resolved on the basis of the preceding University response.

In counting timelines, the first day is the day after the date of the action or timeline. Any deadline that falls on a day when the administrative offices are not open for business will be automatically extended to the next business day.