

SECTION: Personnel Policies and Procedures / Faculty Credentials & Reclassification
SUBJECT: Salary Schedule E Reclassification Policies
SOURCE REFERENCE: GSCC Internal Policy

NUMBER: F/5.2

Salary Schedule E Reclassification Policies

The Salary Schedule E Classification System and Criteria for Advancement includes requirements for each Salary Schedule E position and establishes guidelines for reclassification to the next grade within the established level for that position. **(See F/5.2-A – Classification System and Criteria for Advancement).** **The deadline to apply for reclassification is June 15 each year.**

Employees must serve at the current salary level and grade for a minimum of three (3) years before being eligible for reclassification in that position. All approved reclassifications will be effective the following salary/contract year.

The following procedure applies for lateral movement of employees when vacant positions are posted or when employees are assigned to other positions on the Salary Schedule E Classification System:

An employee considered for lateral movement to a position **outside their assigned classification** must meet all educational and experience requirements listed in the job description, and appropriate testing requirements will apply. Exceptions to this procedure should only apply if the President is reassigning personnel in compliance with Board Policy.

RECLASSIFICATION PROCEDURES

1. Submit a complete packet by **June 15** including:
 - a. Salary Schedule “E” - Application for Reclassification. **(See Form F/5.2-B)** This form must be signed by the employee and immediate supervisor.
 - b. Transcript(s) documenting educational requirements.
 - c. Current resume documenting experience requirements.
 - d. Documentation of professional memberships, participation in workshops, seminars, etc.
 - e. Supervisor’s letter of recommendation, which includes justification and describes how the employee demonstrates exceptional performance of duties and responsibilities.
 - f. Evaluation forms for the past two (2) years, indicating scores that meet expectations, with no major weaknesses, liabilities, or problems noted, and evidence of excellence in certain areas.
3. The applicant will be notified of any test(s) required for the requested reclassification. Tests will be given only after other criteria are met, and candidates will be notified of testing dates and times. Only scores from a controlled testing environment may be used; scores resulting from independent testing will not be considered. Test scores must be valid as of June 15. A 70% pass rate must be earned on each part of a test, except on keyboarding, where the net words-per-minute requirements are specified.
4. Appeals should be made in writing to the President within five (5) working days.

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ASSIGNMENT OF ADMINISTRATIVE ASSISTANT/CLERK CLASSIFICATIONS*

Salary Level	Supervisor	Classification	Grade
E-1	President	Administrative Assistant IV/V	02/01
E-2	Dean-Level Supervisors	Administrative Assistant III/IV	03/02
E-3/E-4	Some C1, C2, C3 and D Salary Supervisors	Administrative Assistant I, II, III	05/04/03
E-4/E-5	Some C1, C2, C3, and D Salary Supervisors	Clerk I/II	06/05

*This section provides general guidelines for placement, but placement may vary according to the level of duties and responsibilities assigned to the "E" Salary employee.