MEMORANDUM OF UNDERSTANDING
Classification Review

This Memorandum of Understanding is entered into by the College and the Federation.

In continuation of its review of the job classification system for Classified employees, and to aid in implementation of the previously agreed upon approaches to job evaluation, the College and the Federation agree to the following concepts:

1. A classification review system will be maintained which allows employees to submit requests for classification reviews at any time based on a belief that the employee’s job duties have changed.

2. The role of the Classification Appeals Committee (CAC) will be limited to decisions that: a) the job is appropriately classified; b) that the job is more appropriately allocated to a different, but existing, job classification; or, c) that no existing job classification is appropriate and that the job should be re-evaluated by Human Resources. The CAC will not have authority to determine grade level placement other than through a) through c) above.

3. Changes in the grade level placement of existing Classified job classifications will only occur as a result of selective salary adjustments through contract negotiations for a successor agreement, a contract re-opener for the purpose of negotiating selective salary adjustments, or following appropriate notice to the PCCFCE of a recommendation by Human Resources to implement such a change. In the event Human Resources recommends a change to the grade level of an existing classification, or recommends a grade level for a new classification, Human Resources will notify PCCFCE in writing and the Federation may file a demand to bargain over the proposed level in accordance with ORS 243.698.

4. For the purpose of gathering market data, the College will rely on published surveys and/or gather data directly from comparator organizations within the appropriate labor market. Market comparisons will be made to benchmark classifications and other jobs for which market data is available. Classifications for which market data is not readily available will be aligned to grade levels based on Whole Job Analysis (WJA) within the market framework established by the benchmarks and other jobs for which such market data is available.

5. As part of contract negotiations, Human Resources will review the classification and grade level of classifications identified by the Federation to determine their position relative to the market and benchmark jobs. Human Resources will recommend a grade level for each of the classifications and notify PCCFCE of the recommendation in writing. Grade level changes as a result of bargaining will be implemented according to the terms agreed upon by the parties in reaching a settlement.