

Agreement to Amend the Local Selected Procedures Agreement Regarding the Reclassification Process for Professional Staff

In order to facilitate the effective tracking and administration of the reclassification process for members of the Professional Staff, AFT Local 1904 (hereafter "the Union") and Montclair State University (hereafter "the University") agree to amend Section 12 of the Local Selected Procedures Agreement (LSPA) as follows:

12. RECLASSIFICATION PROCEDURES

12.1 Article XVI, Section F, of the State Agreement between the State of New Jersey and the Council of New Jersey State College Locals, AFT, AFL-CIO provides: When the duties and responsibilities contained in the employee's local job description change to the extent that they are no longer similar to the duties and responsibilities set forth in the current generic job specification, the position may be eligible for a position reclassification review. Professional staff employees may apply to the first level non-unit supervisor for a position reclassification whenever their duties and job responsibilities have changed as set forth above.

12.1.1 At each College/University, the procedures for position reclassification review shall provide for completion of the process and transmission of a final determination to the affected employee within ninety (90) calendar days from the date of submission of the employee's application. Waivers of the deadline in particular cases may be agreed to by the College/University and the Local UNION. Reasonable requests for waivers will be granted

12.2 APPLICATION FOR RECLASSIFICATION

12.2.1 An application for reclassification may be initiated by the employee or his/her immediate supervisor by submitting a request via the Create Request business process available in Workday. Attachments to the application request must include:

- a.) Any and all job descriptions under which the employee has worked while in this title. If the employee does not have the job description, copies may be requested from the supervisor.
- b.) A listing of any new and/or additional job duties not included in the prior job descriptions(s) as well as identification of any of the duties from the prior job description(s) no longer being performed.
- c.) Proposed job description indicating the work being performed and clearly indicating the new responsibilities; different from original job description.
- d.) Justification statement addressing why the reclassification is warranted. This should be based on the increased duties and responsibilities, how

the scope of work or level of responsibility has changed, and any other information that supports this reclassification request.

- e.) Organizational chart for the department/unit showing the position and any positions supervised which the employee may request from the supervisor.

12.2.2 Material/information which may be included by the employee beyond that which is set forth above is that which provides additional explanation how the scope of work and/or level of responsibility/authority has changed, how the specific duties and responsibilities of the position do not conform to the job description for the title, and/or which otherwise supports the employee's request for a reclassification.

12.2.2.1 An application for reclassification may be submitted at any time that the employee believes their duties and responsibilities have changed to a sufficient extent as to warrant a reclassification.

12.3 **PROCEDURES FOR REVIEW**

12.3.1 Prior to submitting the application request to the immediate supervisor, the employee should review the application checklist to ensure that the contents of the application conform to the list of required materials. If after so doing, the applicant is still uncertain whether the application is complete, the applicant may review the checklist with Human Resources to ensure its completeness.

Once the employee is ready to submit the application, they may initiate the process in Workday via the Create Request business process. Instructions are provided in the Workday Resources section, on the University's Human Resources website, and are also attached to this document. Employees should ensure that all required documents are uploaded as attachments prior to submitting the request. Incomplete requests or requests missing required information will be returned and result in processing delays.

12.3.2 If the application is initiated by the employee, it must first be reviewed by their supervisor who will have fifteen (15) business days to review the request and complete the Manager's section of the request. The supervisor will indicate by selecting the appropriate response whether the supervisor agrees with the description of the job duties. Disagreement by the supervisor will not preclude the request from further consideration, nor will approval of the description of the job duties necessarily guarantee reclassification.

12.3.3 If there is a disagreement, at this or any other level of the process, concerning the duties being performed by the employee, at whichever level of review the disagreement first arises, the applicant may request that a

desk audit be conducted by a Human Resources employee to determine exactly what duties are being performed or the applicant may withdraw the application. The findings of the desk audit will be appended to the request for reclassification as it proceeds through the next levels of review.

- 12.3.4 If there are intermediary line supervisors between the immediate supervisor and the applicant's divisional vice president, these supervisors will in turn also review the application with respect to whether the job duties and responsibilities are described correctly and so indicate by selecting the appropriate response prior to advancing the request.
- 12.3.5 The application will then be reviewed by the applicant's divisional vice president who will have fifteen (15) business days to review. The vice president will review the description of duties as set forth in the application first to determine if they agree that these are the duties being performed and then to determine if they agree that this position should include these duties. The vice president will then indicate by selecting the appropriate responses to whether these are the duties that are being performed and which of these duties, if any, they have determined should no longer be performed by this position and forward the reclassification application to the next level of review.
- 12.3.6 A Human Resources employee, who is not the individual who has performed the desk audit, if any, will perform a technical review to determine whether or not a reclassification is warranted on the basis of continuing assigned job responsibilities which have been approved by the divisional vice president, or, to determine if the duties which have been designated by the divisional vice president for removal from this position constitute work which is beyond the scope of the original classification. Human Resources will have sixty (60) calendar days to review the request. A change in job duties will not necessarily warrant a reclassification nor constitute work which is beyond the scope of the original classification. The HR manager shall indicate their recommendation on the appropriate form and include a written rationale for the recommendation.
- 12.3.7 If it is the recommendation of the HR manager that the duties being performed are, in fact, beyond the scope of the assigned job responsibilities on which the original classification was based, the University will phase out those duties which are beyond the scope within ninety (90) calendar days from the date of application for reclassification, or, reclassify the position in accordance with the recommendation of the HR manager. If the decision is to reclassify the position, the employee and the supervisor shall be informed by the divisional vice president of the new title, range, and salary.
- 12.3.8 The reclassification process will be completed within ninety (90) calendar days from the date of submission of the request for reclassification.

- 12.3.9 The effective date of the reclassification, if approved, will be the first full pay period following the date the complete application was submitted. An application which includes the completed five (5) attachments listed in 12.2.1a through 12.2.1e shall be deemed complete.

12.4 STEPS PRIOR TO APPEAL

- 12.4.1 If the request for reclassification is denied based on the recommendation of the HR manager and the employee or the supervisor disagrees with the reclassification decision, the employee, supervisor, and/or Union may request a copy of the HR manager's written rationale.
- 12.4.2 Should the employee or the supervisor disagree with the reclassification decision, the final level of administrative review shall be the Vice President and Chief Human Resources Officer.
- 12.4.3 Should an employee or the supervisor wish to meet with the Vice President for Human Resources prior to the Vice President reviewing the reclassification decision, the requesting party may schedule a mutually convenient date on which to meet.

12.5 APPEAL PROCESS

- 12.5.1 Any appeal of a reclassification dispute shall be resolved pursuant to Letter of Agreement VII of the Statewide Agreement which states "All disputes concerning reclassification shall be resolved by appeal pursuant to N.J.S.A. 18A:3B-6(f) except that disputes concerning the application of the 90-day deadline set forth in Article XVI.F.2 shall be grievable pursuant to Article VII B.1. Article VII of the Agreement shall apply to reclassification under the same terms and limitations as such Article applies to faculty promotions.


Title 18A:3B-6(f) specifies one of the powers and duties of the Governing Board of the University as "To have final authority to determine controversies and disputes concerning tenure, personnel matters of employees not classified under Title 11A of the New Jersey Statutes, and other issues arising under Title 18A of the New Jersey Statutes involving higher education except as otherwise provided herein. Any hearings conducted pursuant to this section shall conform to the requirements of the "Administrative Procedures Act" P.L. 1968, c.410 (C.52:14B-1 et seq.). The final administrative decision of a governing board of higher education is appealable to the Superior Court, Appellate Division.

This Agreement does not otherwise alter nor supersede other agreements between the State of New Jersey and the Council of New Jersey State College Locals, nor any

agreements between the University and the Union, including the Local Selected Procedures Agreement.

Agreed to and signed on this 4 day of August, 2025:

For Montclair State University:


Meredith Gatzke, Vice President and Chief Human Resources Officer

For AFT Local 1904:


Hugh Curnutt, Vice President for Negotiations