**CSUEU Chapter 319**

**Chapter Meeting**

**Tuesday, September 11, 2012**

**12:00pm-1:00pm**

**Announcements**

* Deborah announced that there will be no dues increase for the members
* Deborah informed the members of Proposition 30, which will be on the ballot during the November election. They are urged to vote Yes in order to prevent layoffs and tuition hikes in the university.

**Guest Speaker Sandra Bufalini gave a presentation on Reclassification.**

* A Reclassification means that an employee will receive a salary increase and have their classifications changed. They will also serve a new probationary period (this depends on the bargaining unit).
* A classification review can be requested by the employee in a position or by the HEERA Manager.
* A request for this review can be submitted if there is a significant change in a position’s duties.
* The employee must submit a Cal Poly Pomona Description Form (can be found at the Human Resources page under Forms).
* It is recommended that the employee discuss the request with the manager.
* The form is then submitted to the HEERA Manager for final approval. The form must include all signatures, an organization chart, and a cover memo.
* After it is approved by the HEERA Manager, they must sign the form and attach a cover memo and forward to the appropriate Vice President.
* After the VP signs the request, it is then sent to the HR Department.
* If the reclassification is approved, the effective date will be the beginning of the pay period when the HR receives the final version.
* In general, the employee will receive a 5% salary increase or the minimum of the new salary range.
* If the request is denied, the employee may file an appeal with the HR.