



South Washington County Schools

Keith Jacobus, Ph.D., Superintendent

District Service Center

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ADMINISTRATIVE REPORT

TO: Members of the School Board
Keith Jacobus, Superintendent of Schools

FROM: Kevin Witherspoon, Director of Human Resources

DATE: December 27, 2017

TOPIC OF REPORT: OPEIU Reclassification Recommendation

PURPOSE OF REPORT: Recommend Reclassification of Position Within the OPEIU Bargaining Unit

RECOMMENDED BOARD ACTION: Approve Recommendation

DATE FOR BOARD ACTION: January 4, 2018

REPORT

The Office and Professional Employees International Union (OPEIU) collective bargaining agreement outlines procedures for the review and reclassification of positions within the bargaining unit (Article 8, Section 8.08). In accordance with these procedures, a committee of four individuals, made up of two School District designees and two Union designees, reviews and makes recommendations regarding reclassification requests. A reclassification request was received by the contract deadline of November 6, 2017 for the Administrative Assistant- Transportation position for the District. The reclassification request was reviewed by the Committee and denied on December 7, 2017. An appeal to the Committee’s decision was received on December 15, 2017. The Appeal committee met and approved the appeal on December 20, 2017. Details of the recommendation follow on the next page.

The administration recommends approval of the recommendation from the OPEIU Reclassification Appeal Committee.

OPEIU Reclassification Appeal Committee Recommendation
December 21, 2017

Administrative Assistant - Transportation (12 month / 8 hours per day)

Number of Employees:	1
Current Classification:	5
Recommended Classification:	6
Recommended Title:	Transportation Specialist-Payroll/Finance-Transportation
<u>Economic Impact:</u>	Current Class 5 rate is \$19.98 per hour (Step 3)
	Current Class 6 rate is \$20.48 per hour (Step 3)

Rationale for Decision:

The role of the Administrative Assistant - Transportation has changed in terms of level of responsibility in many areas of duty.

First, the Receptionist-Community Education now provides support for the Drivers Education program, including assisting with the development of an on-line scheduling system, scheduling instructors and students and daily communication with parents and students. The Receptionist-Community Education serves as the administrator of the Drivers Education scheduling system. In addition, this position must make priority determinations if the instructors are short staffed. The Receptionist-Community Education also assists as needed with scheduling in the Activity Center, processing check refunds, creating classes in the Community Education database for on-line registrations and supporting the Enrichment programs.