



ADMINISTRATIVE PROCEDURE

SUBJECT: ALLOCATION OF CLASSIFICATION TO BARGAINING UNITS	Number <u>IV-2</u>	Effective Date: Issued: <u>11/27/1989</u> Revised: <u>03/11/1992</u> Revised: <u>05/15/2002</u> Revised: <u>02/14/2020</u>	Page 1 of 1
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PURPOSE:

To describe the procedure for allocating classifications to the appropriate bargaining unit and for periodically issuing an updated listing of these allocations.

POLICY:

Pursuant to Section 3.16.090 of the District's Code of Regulations, all District classifications are assigned representation units, excluded from representation, or are designated as confidential (based on the employee's regular access to information used to contribute significantly to the development of management positions such as future bargaining strategy or policy changes the District anticipates to result from collective bargaining), in accordance with the applicable criteria governing these designations.

PROCEDURES:

When a new classification is established, the Human Resources & Risk Manager, after meeting with the unions (if necessary), will determine which of the above categories the classification will be placed. If placed into one of the two represented units, the affected union will be so advised.

RESPONSIBILITIES:

It is the responsibility of Human Resources & Risk to administer this procedure in accordance with the above.

APPROVED:

A handwritten signature in blue ink, appearing to read "Stephen J. Welch", is written over a horizontal line.

Stephen J. Welch
General Manager