

## Implementation Frequently Asked Questions

### Placement

**Q: Can I appeal my placement and move into a higher alternate range, within my classification?**

A: Yes, if you were placed in an alternate range, but you meet the alternate range criteria for a higher level— within your classification— you can appeal the placement. If this applies to you, please contact a steward or the MRC at (866) 471-7348.

**Q: How long does the state have to make secondary placements, based on alternate range criteria?**

A: 60 business days from initial placement.

**Q: When will the secondary placement be effective?**

A: Secondary placement is effective the date the IT Reclass Board item was adopted.

**Q: Can I challenge my placement from my current classification into a higher classification, if I believe I am doing work equivalent to a higher classification?**

A: You may be eligible for an out-of-class grievance if you believe you are performing the work of a higher classification more than 50% of your regular work time, as outlined in Article 14.2 of our Contract.

**Q: Will I be promoted if I win my out-of-class grievance?**

A: There is no guarantee of a promotion as a result of winning an out-of-class grievance. The typical remedy for an out-of-class grievance is back pay for up to one year and experience credit.



## **Exams/Appointments**

**Q: If I was on a promotional list prior to the approval of the Board item, will I need to retest for the new classification structure?**

A: Yes, all promotional lists for IT classifications effected by the reclass were abolished.

**Q: When will the exam be available for the new classification series?**

A: January 31, 2018

## **Probation**

**Q: Are we required to serve a new probation for the classification we are placed in through the reclass?**

A: No, if you fulfilled the terms of probation in your previous classification.

**Q: If I am on probation during the reclass, will I be required to serve a new probation?**

A: No, you will only be required to serve the remainder of the term of the probation for your previous classification.

## **FLSA Status**

**Q: If my classification was not FLSA exempt and I am moving into the Information Technology Specialist I classification will I be FLSA exempt in the new structure?**

A: Yes, all employees in the Information Technology Specialist I classification will be FLSA exempt.



## **Duty Statement**

**Q: How will the reclass effect my duty statement?**

**A: You should receive a new duty statement to reflect your new classification.**