

1.0 Conditions for Administrative Review

- 1.1 An employee whose position has been reclassified may appeal the action by requesting in writing administrative review of the decision.
 - 1.1.1 The request should state the reasons for dissatisfaction with the reclassification.
 - 1.1.2 The request should be sent to the administrative officer (with a copy to the supervisor) for forwarding to the District Personnel Office.

2.0 Review Procedure

- 2.1 The following steps will be taken, as appropriate:
 - 2.1.1 Facts regarding the classification will be assembled by the classified personnel manager and reviewed with the incumbent and his/her supervisor;
 - 2.1.2 if a satisfactory consensus cannot be reached, the Vice Chancellor, Personnel may review the classification decision. if necessary, it may be referred to the Chancellor/Superintendent or designee for ultimate decision.

LRCCD

Adm. Regulation Adopted: 12/3/75
Adm. Regulation Revised: 10/15/80; 10/20/82
Adm. Regulation Reviewed:
Board Policy: [P-6231](#)