

**The University Staff Association/Massachusetts
Teachers Association/NEA
and
The University of Massachusetts Board of Trustees**

University's Proposal #6 – Article 20 Classification and Reclassification -TA 3.26.25

Current Language

SECTION 1. CLASS SPECIFICATIONS

- A. The Office of Human Resources Compensation Unit (OHRCU) will provide the Association with a copy of the class specification of each title covered by this contract for which such a specification exists.
- B. Upon request, each employee in the bargaining unit shall be permitted by the OHRCU to have access to examine their class specification.

SECTION 2. INDIVIDUAL APPEAL OF CLASSIFICATION

The parties agree that any appeal, pertaining to reclassification or reallocation, shall continue to be governed by the provisions of Section 49 of Chapter 30 of the Massachusetts General Laws and shall not be subject to the grievance and arbitration procedure herein. An employee who seeks a reclassification may request an audit of their position using the Request to Appeal Classification form (Appendix C). The appeal process will follow the procedures below, State or Trust-Funded, based upon the higher percentage of funding of the position at the time the appeal is filed. In the event of an equal split of funding the State-Funded procedure will apply.

A. STATE-FUNDED POSITIONS

1. The employee will file a completed Request to Appeal Classification form with the OHRCU.
2. The OHRCU designee will provide the employee with a copy of the questions that will be asked during the job audit interview and will schedule a job audit interview within 45

days. The OHRCU reserves the right to close out appeals after 30 days of no response to the initial job audit interview request.

3. The OHRCU designee will provide a preliminary decision in writing to the employee within ninety (90) calendar days.
4. The employee has (10) working days to review the preliminary decision; and if contested, may submit a rebuttal letter to the OHRCU.
5. A final decision letter will be provided to the employee within ninety (90) calendar days. If the employee wishes to appeal the final decision of the OHRCU, they will be provided with instructions in accordance with Section 49 of Chapter 30 of the Massachusetts General Laws.

B. TRUST-FUNDED POSITIONS

The parties agree that the procedure herein provided shall be the sole procedure for reclassification of "trust funded" positions and the grievance and arbitration procedures of Article 27 shall not apply.

1. The employee will file a completed Request to Appeal Classification form with the OHRCU.
2. The OHRCU designee will provide the employee with a copy of the questions that will be asked during the job audit interview and will schedule a job audit interview within forty-five (45) days. The OHRCU reserves the right to close out appeals after 30 days of no response to the initial job audit interview request.
3. The OHRCU designee will provide a preliminary decision in writing to the employee within ninety (90) calendar days.
4. The employee has ten (10) working days to review the preliminary decision; and if contested, may submit a request for an appeal hearing to the OHRCU.
5. An appeal hearing will be conducted within ninety (90) calendar days. The employee may elect to have the Association participate in the appeal hearing.
6. A decision letter will be provided to the employee within ninety (90) calendar days. If the employee wishes to appeal this decision, they may submit a written request within ten (10) calendar days to the Compensation Director, who will issue the final and definitive decision within ninety (90) calendar days of receipt of this request.

SECTION 3. NOTICE TO THE ASSOCIATION

The OHCRU shall provide notice to the Association of any and all reclassifications filed by or on behalf of any unit member.

Unit
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