

EDUCATIONAL MANAGEMENT SOLUTIONS (EMS) CLASSIFICATION STUDY PROCESS

<u>EMS Classification Study Orientation:</u>	Union Representatives & HR Classification Committee.
<u>Focus Meetings:</u>	EMS Analysts meet with classification representatives (selected by union & district).
<u>Job Validation Process:</u>	Focus meeting attendees and their supervisors receive forms from EMS for additional input (Union president receives notification that forms have been sent).
<u>Draft Job Descriptions:</u>	Formulated based on results of validation input, drafts are mailed to all incumbents for their input (Union president receives notification that draft job descriptions have been sent). EMS Analysts may call employees and/or supervisors for further clarification on input to draft job description.
<u>Final Job Descriptions:</u>	Mailed to all incumbents along with Appeals Form to be used if employees have continuing/new concerns with duties, knowledge, skills, or abilities in job description (Union president receives notification that final job descriptions have been sent).
<u>Appeals:</u>	Appeals panel (EMS, Union, & HR representatives) hears the appeals; EMS Analysts may call employees and/or supervisors for further clarification. EMS prepares responses to employees who appealed.
<u>EMS Recommendations:</u>	Final analysis of EMS Report.
<u>Compensation:</u>	EMS recommendations are negotiated between district and union.
<u>Board of Trustees Approval:</u>	After negotiations are finalized, the classification study is taken to the board for final approval.
<u>Employee Notification:</u>	After board approval, HR notifies all employees of classification results.