

REQUEST FOR JOB RECLASSIFICATION

Name: _____ Date: _____

Definition: Reclassification shall mean the redefining of a position to account for changes in duties, responsibilities, or work that alter the nature of the classification of the position.

Timing of Requests for Reclassification: All reclassification requests shall be submitted on the District form (which is on the District website under staff resources) and shall be received electronically in Human Resources **no sooner than November 1st** and **no later than 4:00 P.M. on November 30th** of each year. Human Resources shall forward an electronic copy of each reclassification request to the CSEA Chapter President no later than December 10th of the same year.

Please attach the following information to this request:

Contents of Request: A reclassification request shall contain all of the following items (*except 'f', which is strongly recommended but not required*):

- a. A letter from the employee explaining, in detail, their justification for the reclassification; and
- b. An unmodified current job description; and
- c. A complete list of new additional duties and the estimated amount of time spent daily performing each duty; and
- d. The current and proposed salary ranges; and
Your current salary range and step _____
Your requested salary range and step _____
- e. Any other relevant information and data justifying the request.
- f. A letter from the employee's immediate supervisor stating his/her recommendation and reasons for the recommendation (*preferred but not required, and will not invalidate the request*).

Return the request to the Assistant Superintendent for Human Resources