



## EMPLOYEE REQUEST FOR RECLASSIFICATION

In accordance with section 3:5.13c of the CSEA collective bargaining agreement, *An employee is entitled to request that his/her position be reclassified. The request shall be submitted to the employee's immediate supervisor **prior to February 1** of the requesting year. Included in the request should be a rationale for the reclassification and recommended salary range. The supervisor shall transmit the request to the Human Resources Department with a recommendation for approval or disapproval within fifteen (15) working days of the request who will provide a copy to CSEA. Within fifteen (15) days of receipt of the request, the Superintendent or designee shall approve or deny the request. If the Superintendent or designee denies the request, the Superintendent or designee shall convene a review panel within sixty (60) days of receipt of the recommendation.*

Name: \_\_\_\_\_ Location: \_\_\_\_\_

Position: \_\_\_\_\_ Current Range: \_\_\_\_\_ Requested Range: \_\_\_\_\_

### Criteria for Reclassification Request

Article 3:5.13b Definition: Reclassification is a change in range and an upgrading of a position to a higher classification as a result of the increase of the duties and responsibilities being performed by the incumbent(s) in the position.

\_\_\_\_\_ New job duties with increased difficulty that are a higher level of responsibility

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SEE ATTACHMENTS

Comments/Recommendations:

\_\_\_\_\_ I agree with this employee's reasons for reclassification

\_\_\_\_\_ I do not agree with this employee's reasons for reclassification

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_