

## HOW TO REQUEST A RECLASSIFICATION

Please attach a detailed summary of the changes to this position since the last time it was reviewed for classification. (This would have been at the time it was staffed, when it was last reclassified, or when it was reviewed as part of a classification survey.) Include in your summary specific information regarding:

- Department organizational changes
- New programmatic responsibilities
- Additional training acquired by the employee
- Technology changes, upgrades
- Deleted responsibilities or duties
- Program expansions/reductions
- Any other pertinent information that has affected the duties performed and/or responsibilities expected of the employee.

Forward the following to the next level of budget authority:

- 1) Your summary
- 2) A new job description signed and dated by you and the employee
- 3) The blue Reclassification Request form

Once all signatures have been obtained and Human Resources has logged in the request, you and your employee will receive a memo confirming its receipt. The date the request is logged in will establish the “effective date” for any retroactive pay.

Please feel free to call the Human Resources Office (ext. 2438 or 2613) if you have questions about this process.

