

Guide to Completing the Reclassification Review Request

Introduction

The purpose of the Reclassification Review Request is to collect information necessary to understand your current position's assigned duties and how they have changed from the available job specifications. Factors that cannot be considered in reclassifying a position include performance of the employee, longevity of the employee in the position, qualifications of the employee that are not required by the position, employee's personality and/or financial needs. In addition, an increase in volume of the same duties, updating of skills to do the same tasks/responsibilities and new technology to perform the same responsibilities may not be considered for reclassification purposes. The ISD/PSE Reclassification Review Committee considers the job class you are seeking and identifies the job class that is the "best fit" for your duties as assigned. Best fit does not mean that the job class describes all of your duties; it simply means the closest fit out of the available job classes.

This guide has been designed to assist you with completing the Reclassification Review Request form. After you have completed the form, submit it (and any attachments) to your supervisor. The total packet (form and attachments) should be no more than ten pages. The **earliest** you can submit the form to your supervisor is **November 1**; the **latest** you can submit to your supervisor is **January 16**.

Your supervisor will review and complete the Supervisor section, sign the form and submit it to Human Resources within 15 calendar days of receipt, but no later than February 1.

Submitting information that is as clear and complete as possible will help the ISD/PSE Reclassification Committee when they review your Reclassification Review Request. Leaving any requested information out may result in a delay of your review.

Suggested Approach to Completing Your Reclassification Review Request

It is suggested that you review:

- The Reclassification Review Request and this guide to familiarize yourself with the information that you will need to convey.
- Current, official job descriptions, including the job description for your own position, which the ISD/PSE Reclassification Committee will use to evaluate your request and to determine the appropriate classification for your position. Current, official job descriptions are available on the Human Resources page on the District website.

You may find it helpful to spend a small amount of time every day over several days or a couple of weeks to gather ideas and information you can use to complete your Reclassification Review Request. Take time at the outset to formulate some ideas. Then, on a daily basis, jot down thoughts and observations that will help you answer the form. Your daily notes may cause you to add items you hadn't thought of initially or revise those that you listed but later found to be different. Once you feel you have enough information to create clear and complete answers to the questions, finalize the form.

Reclassification Process Outline

- Staff member completes reclassification application
- Staff member's supervisor completes Supervisor's Input information
- Supervisor submits application packet by February 1
- Reclassification Committee reviews written request for reclassification packet
- If a position is not recommended for reclassification, a written appeal may be filed within thirty (30) workdays following the committee's decision and notification
- If desired, the employee(s) may request a pre-appeal conference with the Executive Director of Human Resources to review the reclassification system and its application to their specific job
- The ISD/PSE Reclassification Committee shall convene and review the appeal of the position within twenty (20) workdays after the appeal is filed. The employee(s) submitting the Reclassification Request will be required to present their request in person before the committee.
- The ISD/PSE Reclassification Committee shall issue a decision regarding the appeal within twenty (20) workdays following the appeal meeting.