

RECLASSIFICATION APPLICATION

Please complete this form and submit to your Supervisor no later than **October 20.**

REASON FOR RECLASSIFICATION REQUEST

According to the Collective Bargaining Agreement between the California School Employees Association Chapter #630 (CSEA) and the Menlo Park City School District (District), requests for reclassification will only be considered under the following circumstances.

Criteria for Reclassification

Based on a significant change in duties, reclassification of an individual position within a current classification to: a) a higher existing classification, b) a new classification.

Based on a significant change in duties, a reclassification of an entire classification to: a) a higher existing classification, b) a new classification.

Based on the normal evolution of job duties, an updating of the job description(s) and/or job titles(s).

Designation of job families and the realignment of the classifications within the job families.

Definition of the process for range changes in a salary based upon:

- a) *Realignment within the job family, b) Wage comparability study, c) Reclassification of an individual position or an entire classification to a new classification, d) Reclassification of an individual position or an entire classification to a higher existing classification.*

To be completed by Classified Employee. Use additional pages if necessary.

Name

Date

Current Classification

Grade

Step

Requested Classification

Grade

Step

Please refer to your current job description and list the significant and consistent change of required duties not in your current job description. List these changes of tasks and duties below and indicate the amount of hours that you spend on these tasks/duties each week.

Tasks	Approx. time per week

Please list any additional information below.

State any changes in the qualification for your position (skills, knowledge and ability).

I certify that the entries made above (or attached) are my own and to the best of my knowledge are accurate and complete.

Signature of Employee

Date