

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

REQUEST FOR RECLASSIFICATION

As per Article 19.4 of the Agreement between the District and CSEA, any request for reclassification must be submitted to the Human Resources Department by October 1st for consideration during the current fiscal year.

Key evaluation factors which must be evident to warrant a change in job classification:

- Change in complexity of the job duties within the current job description
- Increase in the responsibility level of the current position
- Change in the working conditions
- Change in the level of acquired knowledge (education) or skill level (experience) required to perform essential functions

1. BACKGROUND INFORMATION

Name _____ Current Classification _____

School or Department _____ Working Title _____

Work Telephone Number _____ Ext. _____

Length of Time in Present Position _____ Years _____ Months

Total Length of Time with the District _____ Years _____ Months

Name of Immediate Supervisor _____

Does Your Current Class Title Accurately Describe Your Position? _____ Yes _____ No

2. SPECIFIC DUTIES AND RESPONSIBILITIES

A. Attach a copy of your current job description

Cross out the duties that you no longer perform, if any.

B. List your new and/or additional job duties below

A new and/or additional job duty is a responsibility you have, an action you take, or a combination of several tasks you take in performing your job that is not listed on your current job description.

An increase in the volume of work you currently perform and are duties already listed on your job description does not qualify you for a reclassification.

Describe each duty thoroughly by stating specifically what you do. Indicate how long you have been performing each new duty. Also indicate the approximate number of hours you spend each month performing each duty. (You may attach a separate sheet if the space provided is not adequate)

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	New/Increased Duties	How Long?	Hours/Month
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Signature of Employee

Date