



## Reclassification Review Form – CHECKLIST

The submission dates for reclassification are **October 1 – January 31<sup>st</sup>**. (Please adhere to the dates and have approval and signatures before submitting to Human Resources). **Please be advised that incomplete applications will result in disqualification.**

This checklist is to assist employees with compiling and providing the information necessary to submit a completed Reclassification Review Form (RRF) to Human Resources.

### ***ATTACH THIS COMPLETED CHECKLIST TO THE FRONT OF YOUR COMPLETED FORM.***

- ☐ Yes ☐ No The employee has served in the classification for at least **one year**.
- ☐ Yes ☐ No The applicant did not apply for the same reclassification in the previous year (unless a significant change in duties such as reorganization, new service offered by the department or assignment of duties of an abolished position has occurred since the previous request was submitted).
- ☐ Yes ☐ No Have you reviewed your current job description?
- ☐ Yes ☐ No A copy of your current job description is attached?
- ☐ Yes ☐ No A copy of your proposed job description is attached? **(Do not include any other documentation other than the proposed job description)**
- ☐ Yes ☐ No Does the change affect LEVEL OF WORK not volume of work. (If it is a volume issue, the matter is a staffing issue, not a reclassification issue and therefore the committee will take no action.)
- ☐ Yes ☐ No Have you completed and signed your Reclassification Review Form? **(Required)**
- ☐ Yes ☐ No Has your immediate supervisor completed and signed the “Immediate Supervisor Statement” located on page 9? **(Required)**
- ☐ Yes ☐ No Has your area Dean/Vice President approved **and** signed this request?

**Please submit the reclassification review form to your Supervisor/Manager for review/approval prior to the deadline date.**

#### **REQUIRED/SIGNED DOCUMENTS:**

**Reclassification Review Form; Immediate Supervisor Statement and Manager's Review/Signature**

**Reclassification Review Form - DEADLINE: January 31, 2024, by 11:59pm**

**Deliver to Human Resources Office or email to: [dflores@msjc.edu](mailto:dflores@msjc.edu)**