

Reclassification Review Form – CHECKLIST

The submission dates for reclassification are **December 1 – January 31st**. (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?
- 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 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: 5 pm, January 31, 2022

Deliver to Human Resources Office or email to: dflores@msjc.edu