



OSEA - RECLASSIFICATION

SUPERVISOR REVIEW

What has created the change? _____

Do you concur with this request for reclassification? YES _____ NO _____

Explain: _____

Are these duties appropriate for this role? YES _____ NO _____

Explain: _____

Are the additional duties described required to complete the job? YES _____ NO _____

Explain: _____

What additional information would you like to share with us regarding the reclassification request? _____

Who else should we speak with regarding the details of the reclassification request? Please list names

Is there another position that should be doing this duty? YES _____ NO _____

Explain: _____

For informational purposes (*evaluators, please share with employee*):

1. Following this meeting, the review committee members will gather additional research information that will assist them in preparing a recommendation for the entire reclassification committee. This may involve speaking with your supervisor.
2. Detailed discussion by the entire committee will follow the recommendation.
3. If the entire committee recommends reclassification, an item is prepared for the Superintendent's review.
4. The reclassification recommendation is considered by the Superintendent's and if approved, will turn into field representative for review.
5. The employee who has requested reclassification will be notified in writing of the outcome.

EVALUATOR – BARGAINING UNIT (as appropriate)

EVALUATOR - DISTRICT