

**Canby School District
Classified Reclassification Request Form**

EMPLOYEE NAME: _____
DATE: _____
SCHOOL/BUILDING: _____
JOB TITLE: _____
CURRENT CLASSIFICATION: _____
REQUESTED CLASSIFICATION: _____

Overview

All positions at Canby School District are classified based on job content, as defined in the job description of record, and not on the talents and qualifications of the employee. The original classification of a position involves a thorough review of job duties and a comparison to similar jobs in similar-sized local district.

Purpose of Job Reclassification

To establish an appropriate salary grade for a job that has changed significantly since the job was last classified. The reclassification of a position is based on proof that substantial permanent changes have occurred to the major job responsibilities and skills associated with the position.

Justification for Request

Attach a detailed explanation of the significant changes in the job duties and responsibilities that would support the request for a reclassification. Include information that relates to any additional education, knowledge, skills and abilities required to perform the new duties. (Quantity of work or length of service will not justify movement to a higher level.)

Submission Process

Submit this form to the Union leadership. The Union leadership will review all requests. Upon approval by Union leadership the request will then be forwarded to the Director of Human Resources. Upon receipt of the form a written decision from the Human Resources Office will be attached to the request form and delivered to the employee and Union leadership within thirty (30) working days. Prior to any decision the District and Chapter will discuss the reclassification request.

Employee Signature

Union Leadership Signature