

Reclassification Application

Directions:

1. Obtain and attach a current job description: Available on the Local 4018 website, the personnel office or your building secretary.
2. Describe the changes in responsibilities, accountability, objectives, position characteristics, qualifications, skill level, expanded knowledge, etc
3. Attach a revised position description that details new and increased responsibilities.
4. Include supervisor's statement using reclass form.
5. Submit completed application by October 15 to each of the following: Personnel, Bev Christianson (Union President) and Linda Boehm (Reclass Chair). Retain a personal copy.
6. Personal and supervisor presentation may be requested by the Reclass Committee.
7. The employee shall be notified in writing of the decision from personnel. Reclass changes will be effective the following July 1.
8. Changes in pay scale will be effective the following July 1. Changes in proposed job titles will be submitted in the next negotiations session.

Local 4018 Reclassification Contract Language:

Section 7.03 - Reclassification

Requests for job reclassification for individuals or groups shall be submitted no later than October 15 of each year.

Reclassification requests may be introduced through Union recommendation, through management recommendation, or by the individual or individuals requesting reclassification.

Consideration of reclassification requests will be by joint committee with equal representation of union and management. If the committee reaches agreement on the reclassification proposal the agreement will be submitted to the Board of Education for approval. If the joint committee is unable to reach agreement on reclassification by February 15 of the same school year in which the request was made or if the Board of Education does not accept the reclassification proposal, the issue will be submitted to interest arbitration. The February 15 date may be extended by mutual agreement of the parties.

Reclassification of individuals or groups of employees shall be implemented the following July 1. The cost of reclassification will be included in the calculating of the cost of the successor agreement.

Employees who are reclassified shall be placed on the lowest step which assures a salary increase. In no case, will individuals with one or more years' experience be reclassified lower than Step B on the Level of the Pay Schedule.

APPLICATION FOR RECLASSIFICATION CONSIDERATION

1. NAME OF EMPLOYEE: _____ DATE: _____

2. PRESENT POSITION/SCHOOL: _____

3. POSITION/GROUP REQUESTED: _____

4. NAME AND TITLES OF PERSON(S) FROM WHOM YOU RECEIVE SUPERVISION:

NAME

TITLE

5. SUBMIT APPLICATION

List new duties, responsibilities, and amount of time spent on these duties. Duties which required additional training or new skills to be acquired (i.e. computer programs, certifications etc.) which resulted in increased responsibility. Provide information that describes how your responsibilities increased (include modifications, additions, etc.).

To be completed by immediate supervisor:

Are the statements of the employee accurate and complete? (Indicate agreement, inaccuracies, or incomplete items.)

I support this Reclassification Request _____ Yes _____ No

Signature

Date

I certify that the entries are my own, and to the best of my knowledge and belief are correct and complete.

SIGNATURES

EMPLOYEE: _____

DATE: _____

IMMEDIATE SUPERVISOR: _____

DATE: _____

DEPT SUPERVISOR/PRINCIPAL: _____

DATE: _____