

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
CSEA POSITION RECLASSIFICATION REQUEST

PLEASE RETURN THIS FORM TO THE DISTRICT SUPPORT CENTER
ATTN: HUMAN RESOURCES - RECLASSIFICATION COMMITTEE

(See deadlines and procedures additional page.)

Employee Name _____ Date _____

Phone: Home: _____ Cell: _____ Work: _____

Name of Person making request if other than the unit member: _____

Current Title/Position _____ Current Location/Dept. _____

Current Work Year: _____ Days _____ 10 mo _____ 11 mo _____ 12 mo

Current Supervisor _____

Length of time in current position _____ District Hire Date: _____

POSITION RECLASSIFICATION WORKSHEET

1. Desired Position / Classification _____
2. Desired Location / Department _____
3. If you believe you are working out-of-class, list the specific duties/responsibilities that you feel are the cause:

(continue >)

4. Please attach additional pages with any important factors, information and rationale to support this request, if needed.

Employee Signature _____ Date _____

Supervisor Signature (not required) _____ Date _____

AUTHORIZATION SIGNATURES - RECLASSIFICATION PANEL

Approve: _____ Disapprove: _____ Please explain: _____

Date: _____ 1) _____ 2) _____

3) _____ 4) _____

5) _____ 6) _____

ADMINISTRATIVE SIGNATURES

Approve _____ Disapprove _____ Date _____ Personnel Administrator _____

Approve _____ Disapprove _____ Date _____ Business Administrator _____

Approve _____ Disapprove _____ Date _____ Superintendent or designee _____

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
CSEA POSITION RECLASSIFICATION PROCEDURES**

In the event a bargaining unit member, supervisor, or the Association's Executive Board believes a position is in need of reclassification, the following regulations and procedures have been established:

1. The bargaining unit member must be in a permanent, non-probationary status.
2. The bargaining unit member must review and compare his/her current job description and the job description of the desired position.
3. Complete the Reclassification Request form, attaching all supporting documentation, including job description comparison.
4. Inform Supervisor of application.
5. Submit the completed forms and supporting documentation to Human Resources - Reclassification at the District Support Center.
6. Deadlines for submission is October 1st of each year.
7. The bargaining unit member will be interviewed by the Reclassification / Committee
8. The Reclassification / Committee's original recommendation will be reported to the Superintendent or designee and the Board of Education.
9. Reclassification requests must be approved by the Board of Education prior to the change in position taking place.

(Use for further explanation if needed)
