

RIVERSIDE UNIFIED SCHOOL DISTRICT  
Department of Personnel – Leadership and Development

INFORMATION PAGE

REQUEST FOR RECLASSIFICATION

**DUE: by March 1**

- DEFINITION:** “Reclassification” means the upgrading of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in such position Ed. Code 45101 (f); Collective Bargaining Unit Agreement Article VIII Section 8.3.
- OVERVIEW/GUIDE:** A reclassification request can result in a few options: 1. A reclassification request can be granted where an increase in salary is warranted. 2. The process can result in the “restructuring” of a job description that may not result in a salary increase. 3. It can be determined that a reclassification request is not actually a permanent change in the nature of the position but rather a “temporary out of class” situation which would be handled under Article VIII Section 8.1 of the Collective Bargaining Agreement. 4. Or the request can be denied.
- CRITERIA:** To be a “reclassification”, an employee must have a gradual increase in duties that are significant, required by the District, are permanent in nature and where changes require a skill level or a responsibility level higher than usually required in the classification.
- TIMELINES:** Reclassification Request should be submitted to Personnel by March 1st in a given year. A response to the employee will be rendered within one hundred twenty (120) calendar days of deadline. If a request for reclassification is denied, a new request may not be submitted until eighteen (18) months from the date of denial.
- CONTRACT REFERENCE:** Collective Bargaining Unit Agreement contract language can be found in Article VIII beginning in Section 8.2.

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*DUE: by March 1*

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

HOME PHONE NUMBER / CELL PHONE NUMBER: \_\_\_\_\_

CURRENT POSITION: \_\_\_\_\_

CURRENT LOCATION: \_\_\_\_\_

CURRENT SALARY RANGE: \_\_\_\_\_

CURRENT SUPERVISOR(S): \_\_\_\_\_

Is this reclassification for an individual in a position or is this a request for the entire classification?

Individual

Entire Classification

Obtain a copy of your current job description\* and use the following table to list out the duties that are being performed (Column 1), the job duties that are considered outside of your current job description (Column 2) along with the frequency of time (i.e. hours per day, days per week/month, seasonal) spent on each of these duties (Column 3). The 4<sup>th</sup> Column is for the Reclassification Committee only.  
(\* Your current job description can be obtained on the District website or from Personnel.)

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
EXISTING JOB DESCRIPTION DUTIES	JOB DUTIES OUTSIDE CURRENT JOB DESCRIPTION	FREQUENCY OF DUTIES PERFORMED IN COLUMN 2	RESPONSE FROM INTERVIEW EE's & SUPERVISORS
1.	1.	1.	
2.	2.	2.	
3.	3.	3.	
4.	4.	4.	

5.	5.	5.	
6.	6.	6.	
7.	7.	7.	
8.	8.	8.	

9.	9.	9.	
10.	10.	10.	
11.	11.	11.	
12.	12.	12.	

1. Is there an increase in responsibility, decision-making, or independence of action with the new job duties?  
 Yes  No If yes, please explain.

2. Do the new duties require additional skills, knowledge, education, certification and/or licensing?  
 Yes  No If yes, please explain.

3. How long have you been performing the new duties?

4. Is your supervisor aware of the new duties being performed?  Yes  No If yes, please explain.

5. Were the new duties assigned to you by your supervisor?  Yes  No If yes, please explain.

6. Please describe how the new duties are outside of your current job description.

7. Is there any other information that has not been asked that will be helpful for the committee to make its decision?