

**David Douglas School District
Classified Reclassification Request Form**

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

Overview

All positions at David Douglas 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 districts.

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.

Basis for Request: (check all that apply)

- Essential duties performed have changed.
- Training and skills have changed or are different.
- Other

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.)

Employee Signature

Supervisor Signature