



Greater Albany Public SD

Reclassification Request

Employee Name: _____
School/Building: _____
Length of time in current classification: _____
Current Classification: _____
Requested Classification: _____

Overview

All positions at Greater Albany 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 request to the Human Resources Department. A copy should be also sent to the Association President at UniServ Office, and to the building Principal or Supervisor. The Human Resources Department will conduct a classification audit and review merits of the request. Within 30 calendar days of receipt, the Human Resources Department will notify the employee, the Association, and Principal or Supervisor of the decision.