

Reclassification/Reallocation Checklist:

Stewards: Fill out the checklist below. Where possible, have the employee gather the required information.

Employee's Name: _____ Worksite: _____
Current Job Classification: _____ Proposed Job Classification: _____

1) Who do you report to? A copy of the **organization chart** that shows their supervisor and management above them will be used by the Council Rep during the appeal process.

Supervisor/Manager: _____

Date organization chart requested: _____ Date received: _____

2) Have you asked your supervisor to support this? _____ Get any **communication** that shows you were assigned to the higher class duties: examples: email, letter of expectation.

Date communication requested: _____ Date received: _____

3) Get a signed, dated **PDF**.

Date PDF requested: _____ Date PDF received: _____
When was it last reviewed? _____

4) What job class do you think you should be in? Get a copy of that classification. (Available online.)

Proposed Job Class: _____

Classification requested: _____ Classification received: _____

5) Describe the specific higher level duties you are doing.

Are they **at least 51%** of your time? _____ How long have you been doing them? _____

6) Do you meet the educational, skill and experience requirements for the proposed job class?

Stewards: If you: 1. Have collected all the paperwork required, 2. Received a written response to the Position Review Request from Human Resources, and, 3. The member has Filed the Request for Director's Review **within 30 days** of the denial THEN meet with your Council Rep to discuss next steps.