

APPENDIX B

BEVERLY HILLS UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
REQUEST FOR JOB RECLASSIFICATION, CLASSIFIED

Reclassification is the upgrading of an existing job classification to a different existing job classification because of a significant change in the duties and responsibilities being performed by such employee(s).

Complete the following information as comprehensively as possible:

EMPLOYEE NAME AND SITE : _____

1. TITLE OF CURRENT POSITION AND PRESENT CLASSIFICATION:

2. LIST THE CHANGES IN REGULAR DUTIES AND RESPONSIBILITIES:

(Attach a typed list if additional space needed)

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

(Any additions after form submitted must be submitted in writing prior to reclass panel meeting)

2. WHEN DID THESE CHANGES IN DUTIES/RESPONSIBILITIES OCCUR?

4. CLASSIFICATION REQUESTED BY EMPLOYEE: _____

DO NOT FILL IN BELOW
HUMAN RESOURCES DEPARTMENT

4. FORWARD TO
COMMITTEE: _____

5. ACTION OF COMMITTEE: _____
APPROVED: _____

(New job description attached)

DISAPPROVED: _____

SUBMITTED BY:

Signature Date

Supervisor Date