

Reclassification Request, Section #1

Employee

Employee Name: _____

Current Job Classification/Title: _____

Union (if applicable): _____

Department: _____

Total pages submitted (including this page) _____

You must answer items A-E for **each** missing duty for your packet to be complete. Only completed packets will be considered for reclassification.

Upon completion, submit Section #1 including support documents and Section #2 to HRreclass@ingham.org and, if applicable, your Union representative, before 5 p.m. on the day of your deadline. To determine your deadline, check the Human Resources webpage. If you have questions, please email the aforementioned email address or call (517)887-4328.

Please number all of the pages being submitted and keep a copy of all the documents you submit.

#1 Task missing from current job description:

- A. Provide a detailed description of the task:

- B. How much time do you spend each week performing this task?

- C. What circumstances lead to you performing this task?

- D. How long have you been required to perform this task?

- E. What is the name of the person who used to perform this task?

#2 Task missing from current job description:

- A. Provide a detailed description of the task:

- B. How much time do you spend each week performing this task?

- C. What circumstances lead to you performing this task?

- D. How long have you been required to perform this task?

- E. What is the name of the person who used to perform this task?

#3 Task missing from current job description:

- A. Provide a detailed description of the task:

- B. How much time do you spend each week performing this task?

- C. What circumstances lead to you performing this task?

- D. How long have you been required to perform this task?

- E. What is the name of the person who used to perform this task?

If you have more than 3 new duties, please use another piece of paper and attach it to this sheet.

Employee Signature

Date

Name and title of your Supervisor