

Lake Stevens School District Office Professional Employee Reclassification Request

Under section 17.10 of the Collective Bargaining Agreement, employees can file a reclassification request during the months of November and April to the Assistant Superintendent of Human Resources when they believe that their position is not appropriately classified.

Name _____ Building _____

Current Job Title _____ Hours _____

Current Job Classification (Circle) Group I Group II Group III Group IV

Proposed Job Classification (Circle) Group I Group II Group III Group IV

Please list and explain the significant changes to your job description that you feel provides the rationale for your request to move from one group to another:

Signature of Employee _____

Signature of Employee’s supervisor _____

- Your request will be considered at an LMC meeting.
- Your request may be decided at LMC or may be assigned to a different committee or subcommittee for consideration.
- The Assistant Superintendent of Human Resources will communicate the status of your request.
- Any supporting documents or statements can be attached.