

TRAVIS UNIFIED
SCHOOL DISTRICT



Reaching beyond the boundaries
to build a community of learners.

UPGRADE REQUEST FORM

Employee Name: _____ Job Site: _____

Current Classification: _____

Requested Classification: _____

Job Title

Range #

Supervisor's Signature: _____

(Signature indicates supervisor's review only)

Supervisor's Comment:

An UPGRADE is a change in the range placement for any of the following reasons. New duties/tasks or work load WILL NOT be considered.

- A. The position is improperly placed on the salary schedule in relation to similar class or positions (i.e. clerical, maintenance, aids, etc.)
- B. Positions is out of line with similar positions in a comparison with agreed upon districts as to its placement on the salary schedule
- C. Increased responsibility, complexity of current technical and / or decision making skills.
- D. Less supervision by others and/or more supervision of others

USING THESE CRITERIA ABOVE, PLEASE WRITE A BRIEF STATEMENT TO SUBSTANTIATE YOUR REQUEST.

Your request will be reviews and if it follows the criteria, you will be given an appointment to present your case to the panel in April or May.

THIS FORM MUST BE RETURNED TO THE HUMAN RESOURCES OFFICE NO LATER THAN MARCH 20TH

Please attach supporting documents.