

SAN JOSÉ STATE UNIVERSITY RESEARCH FOUNDATION

Request for Classification Review

Purpose: This form is to be completed and submitted either by a department head, director, immediate manager or by an employee to request a classification review of an employee's present position.

Instructions:

- a. Attach a copy of the present job description, as well as any new tasks/projects/skills that are currently being completed by the employee.
- b. Turn in completed form and proposed updated job description to the Research Foundation Human Resources department.

Requestor

This Classification Review is submitted by:

Employee Department Manager or Department Director

Employee Printed Name: _____

Immediate Manager _____

Present Position Title

Exempt Non-Exempt (hourly)

Immediate Manager _____

Department _____

Proposed Position Title (If Different)

Exempt Non-Exempt (hourly)

Immediate Manager _____

Department _____

Rationale for Classification Review

Please document how this review involves significant and permanent changes in the employee's assigned duties and responsibilities. Attach separate sheet if additional space needed.

[Empty box for documenting the rationale for classification review]

Employee Signature: _____ Date _____

Department Director/Manager Signature _____ Date _____

Outcome of Request-HR Use Only

Approved
 HR has reviewed this Classification Review, and approves a position reclassification.

Not Approved
 The expansion and addition of duties and responsibilities, as documented, do not support a position reclassification action.

Above decision has been discussed with the requestor and the department director/manager.

Human Resources _____

Signature _____ Date _____

Above decision has been discussed and reviewed with me.

Department Director/Manager Signature _____ Date _____

This decision can be appealed by the Employee or the Department Director or Manager, within ten calendar days of receipt of this outcome. The appeal should be in writing. Additional information should be attached for consideration at the time of appeal.