

# University Staff Position Reclassification Form

## Employee Information

Employee Name

Employee ID

Department

Supervisor Name

## Current Position Details

Current Job Title

Current Classification

Summary of Current Duties

## Requested Reclassification Details

Requested Job Title

Requested Classification

Justification for Reclassification

Summary of New/Changed Duties

## Supervisor Recommendation

Comments

## HR Use Only

HR Notes/Decision