

Federal Way Public Schools FWESP Classified Personnel

REQUEST FOR RECLASSIFICATION

A request for reclassification may be initiated when there has been a significant increase/decrease in job tasks/functions over the last two-year period. Reclassification requests may be initiated by the district, the supervisor/administrator, the employee, or the Association.

The reclassification procedure evaluates the job, the volume of work, the scope and span of duties and responsibilities within the job, and how these duties and responsibilities have changed over a two-year or more period of time. While reclassification may result in a salary increase/decrease, that is not its primary purpose. The reclassification committee does not assign or adjust salaries. Changes in the FWESP salary schedule have to be negotiated through the formal collective bargaining process when the contract is open to be bargained.

All proposed reclassification requests shall be submitted to Human Resources during the open application period, January 1 to January 31. A limit of 15 applications will be accepted on a first come, first served basis. No applications will be accepted before or after the application period. A completed application includes:

- A. (Required) Completed application form (on the reserve side of these directions). Submitted during the open application period (January 1 to January 31).
- B. (Required) A statement not to exceed two pages, that describes changes in the job and rationale for why you believe the position should be reclassified.
- C. (Optional) Two letters of support; one of which may be from a co-worker who has knowledge of the nature of your work and one from your immediate administrator/supervisor. Letters should speak to job duties and responsibilities, these letters are not intended to be character references.
- D. (Optional) Sample work product to illustrate the nature and complexity of work.
- E. (Optional) You may appear on the day the reclassification committee convenes to give a brief (5 minute) oral presentation, and address questions from the committee.
- F. (Optional) You may bring two additional people with you to the reclassification committee meeting for support or to provide brief testimony related to the Job.

The first 15 applications to be submitted for reclassification during the open application period shall be considered by the reclassification committee between February and May. All applicants will be notified of the committee's decision prior to the end of the school year. Any requests that are subsequently approved by the reclassification committee will be effective with the start of the new contract year, September 1. Any person whose request has been denied by the reclassification committee must wait two years before reapplying or until a new classification system is adopted. Any requests received after the January 31 deadline will not be reviewed for the current year but may be re-submitted during the open application period in the following year.

As part of the decision-making process, the reclassification committee, at its discretion, may schedule a site visit to observe first hand the nature of the job duties and responsibilities.

The reclassification committee shall be comprised of three FWESP representatives and three district representatives. The decisions of the reclassification committee are final and are not subject to appeal or grievance procedure. You may, however, request an explanation of the committee's decision.