



JOB DESCRIPTIONS AND RECLASSIFICATION PROCESS INFORMATION ONLY

Job description reviews may be requested when there has been a substantial change in the assigned duties or responsibilities that are not reflected in the job description.

Steps in the process

1. If an employee believes there is a substantial change in their assigned duties or responsibilities that is not reflected in or should be removed from, the employee's job description, the employee must reach out to the Association (EAEOP Board) to discuss job duties and how they have changed.
2. Employee and supervisor must meet to review job duties.
3. If after discussion with the supervisor, the duties are not adjusted and the member believes that there is still a need for a review, the member completes an EAEOP Reclassification Request and submits the request to the Association for review.
4. If the Association believes there is a substantial change in the status of the position, the Association will submit a request in writing to the District, including the EAEOP Reclassification Request form.
5. The District will review the position and job description and will either modify the job description or communicate, in writing, to the Association its reason for not modifying the job description.

The District will address and resolve requests in the following order:

- (1) Written or verbal clarification to the employee and Association of the employee's job description or duties.
- (2) Amendment to the employee's job description or reassignment of the employee's duties that do not align with the employee's assignment.
- (3) Reclassification of the employee or the employee's position.