

# **Reclassification Request Form Template**

## **Employee Information**

**Employee Name:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Current Job Title:** \_\_\_\_\_

**Proposed New Job Title:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

## **Current Job Responsibilities**

**(List current tasks and duties performed in the existing role.)**

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## **Requested Job Responsibilities**

**(List the new duties and responsibilities expected in the proposed job title.)**

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## **Justification for Reclassification**

**(Explain why this reclassification is necessary, including skill enhancement, workload changes, or business needs.)**

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Current Job Title	Proposed Job Title	Salary Grade Change	HR Comments

**Supervisor's Recommendation**

- Strongly Recommend
- Recommend
- Do Not Recommend

**Supervisor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Human Resources Department Review**

- Approved  Denied

**Remarks:** \_\_\_\_\_

**HR Representative Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_