

RECLASSIFICATION PROCESS

DUTIES QUESTIONNAIRE:

A reclassification grievance can not be filed unless the Duties Questionnaire is completed.

- 1.) The Grievant should review the DAS Job Descriptions to find a job classification that they want to grieve to. This should be based the duties that they are currently performing.**
- 2.) The grievant should review the DAS Job Description to determine if they meet all the requirements.**
- 3.) Once the grievant has met the job requirements, they need to prepare a DAS Job Duties.**
- 4.) Their Duties Questionnaire should give a detail explanation of the duties that they are currently performing. The grievant should use the Job Description's Examples of Duties as a guide. The grievant shall list the most important duties first along with the percent of time. In order to be considered for reclassification, you must be performing the duties of the higher classification more than fifty percent (50%) of the time. The Examples of Duties should be written clear so that the reader will have an understanding of your duties.**
- 5.) Once the Duties Questionnaire is complete they should have a steward review it with them to make sure that it is completed and has all the necessary signatures.**
- 6.) The Duties Questionnaire shall have attached all relevant exhibits and a copy of the most current Organization Chart.**
- 7.) Before the Reclassification grievance is filed, the grievant must meet a steward to insure all requirements are met.**
- 8.) Reclassification grievance are also filed to have duties removed that are not in the grievant's job classification.**

Any questions please call the A & R Union office @ (860) 953-1316.