

RIVERSIDE UNIFIED SCHOOL DISTRICT
Department of Personnel - Leadership and Development

REQUEST FOR RECONSIDERATION

DUE: within fifteen (15) workdays from the date of notification of denial

NAME: _____ DATE: _____

HOME PHONE NUMBER / CELL PHONE NUMBER: _____

CURRENT POSITION: _____

CURRENT LOCATION: _____

CURRENT SUPERVISOR(S): _____

Obtain and attach a copy of your current job description* and use the following table to list out the duties that are being performed (Column 1), the job duties that are considered outside of your current job description (Column 2) along with the frequency of time (i.e. hours per day, days per week/month, seasonal) spent on each of these duties (Column 3).

(* Your current job description can be obtained on the District website or from Personnel.)

The following duties/responsibilities were not previously submitted to or considered by the Negotiation Team in my request for Reclassification:

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>
EXISTING JOB DESCRIPTION DUTIES	JOB DUTIES OUTSIDE CURRENT JOB DESCRIPTION	FREQUENCY OF DUTIES PERFORMED IN COLUMN 2
1.	1.	1.
2.	2.	2.

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>
EXISTING JOB DESCRIPTION DUTIES	JOB DUTIES OUTSIDE CURRENT JOB DESCRIPTION	FREQUENCY OF DUTIES PERFORMED IN COLUMN 2
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.

1. Is there an increase in responsibility, decision-making, or independence of action with the new job duties? Yes ____ No ____ If yes, please explain.

2. Do the new duties require additional skills, knowledge, education, certification and/or licensing? Yes ____ No ____ If yes, please explain.

3. How long have you been performing the new duties?

4. Is your supervisor aware of the new duties being performed? Yes ____ No ____ If yes, please explain.

5. Were the new duties assigned to you by your supervisor? Yes ____ No ____ If yes, please explain.

6. Please describe how the new duties are outside of your current job description.

7. Is there any other information that has not been asked that will be helpful for the committee to make its decision?