Request to Approve Reclassification or Skills Inventory Increase

This request seeks approval for reclassification of (current position title) to (new position title).

The rationale for this change ENTER RATIONALE ALONG WITH IMPACT TO BUDGET and I have worked with Human Resources regarding this reclassification.

This recommendation seeks to make this reclassification effective DATE. Your consideration is greatly appreciated.

Recommended: ___________________________ Date: ___________________

Recommended: ___________________________ Date: ___________________

Recommended: ___________________________ Date: ___________________

Recommended: ___________________________ Date: ___________________

Approved: ___________________________ Date: ___________________