



**RECLASSIFICATION APPROVAL/DENIAL FORM**

CURRENT JOB TITLE: \_\_\_\_\_

CURRENT BARGAINING UNIT: \_\_\_\_\_

CURRENT SALARY STEPS AS OF \_\_\_\_\_ (DATE):

STEP A: \_\_\_\_\_ STEP B: \_\_\_\_\_ STEP C: \_\_\_\_\_ STEP D: \_\_\_\_\_ STEP E: \_\_\_\_\_

PROPOSED JOB TITLE: \_\_\_\_\_

PROPOSED BARGAINING UNIT: \_\_\_\_\_

PROPOSED SALARY STEPS (AS OF \_\_\_\_\_ DATE):

STEP A: \_\_\_\_\_ STEP B: \_\_\_\_\_ STEP C: \_\_\_\_\_ STEP D: \_\_\_\_\_ STEP E: \_\_\_\_\_

Reclassified Position benchmarked against \_\_\_\_\_ position (if applicable)

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**APPROVED BY:**

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

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

\_\_\_\_\_  
*Printed name and title*

**DENIED BY:**

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

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

\_\_\_\_\_  
*Printed name and title*