

## Window Period

# Checklist

- Obtain a copy of your current classification description. You can review and retrieve classification descriptions by visiting the Human Resources website, click on Classification, and then click on Classification Descriptions. Select the bargaining unit in which the classification belongs.
  
- Identify and document significant changes in your position, since the last time it was reviewed.
  
- Discuss your intentions with your supervisor/manager before the last working day in January.
  
- Request necessary forms from Jeffrey Lumban (jlumban@sdccd.edu) Human Resources - Employee Relations.
  
- Thoroughly complete the forms and review with supervisor/manager before the last working day in February.
  
- Obtain necessary signatures/approvals.
  
- Forward completed and signed forms to Human Resources – Employee Relations (attn: Jeffrey Lumban) before the last working day in February.