

## Window Period

### Checklist

- Obtain a copy of your current classification description. You can review and retrieve classification descriptions from your District Networked computer. Just type “hr” into your browser (without the quote marks; no www or anything but hr is needed). When the main page appears, click on the Human Resources button; then click the Classification & Compensation link and 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 deadline.
- Request necessary forms from Human Resources, Classification & Compensation, Reclass public folder (or e-mail Jeff Giles).
- Thoroughly complete the forms and review with supervisor/manager before the last working day in February deadline.
- Obtain necessary signatures/approvals.
- Forward completed and signed forms to Human Resources (attn: Jeff Giles, Classification & Compensation) before the last working day in February deadline.