

Window-Period, Should I, or NOT?

The Window-Period process (reclassification / range reallocation) is for non-faculty, contract employee assignments ONLY.

This sheet is for informational purposes only. Please **DO NOT** submit this sheet at anytime during the process.

Section A

	YES	NO
Are you a faculty employee?	<input type="checkbox"/>	<input type="checkbox"/>
Are you an Hourly or Adjunct employee?	<input type="checkbox"/>	<input type="checkbox"/>
Has your position assignment been in a classification review in the past 2 years?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any of the above Section A questions is “YES”, **STOP HERE**
 You are not eligible to participate in the Window-Period process.

If all of the above answers are “NO”, please continue . . .

Section B

	YES	NO
Have you reviewed your current classification description?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been employed in the District for more than 1 year and in the current classification for more than 6 months?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any of the above Section B questions is “NO”, **STOP HERE**
 You are not eligible to participate in the Window-Period process.

If all of the above answers are “YES”, please continue . . .

Section C

	YES	NO
Are you currently performing more than 80 % of the Duties stated in your classification description?	<input type="checkbox"/>	<input type="checkbox"/>
Are there current significant permanent additions (other than work-load) to the Duties stated in your classification description?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to all of the above Section C questions is “YES”, **STOP HERE**
You could be eligible to participate in the Window-Period ‘Range Reallocation’ process .

If any of the above answers are “NO”, please continue . . .

Section D

	YES	NO
Are you currently performing less than 80% of the Duties stated in your classification description?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any Duties that you are currently required to perform that are not inherent in your classification description?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to all of the above Section D questions is “YES”, **STOP HERE**
You could be eligible to participate in the Window-Period ‘Reclassification’ process .

If any of the above answers are “NO”, please continue . . .

Section E

	YES	NO
Are you currently performing 100% of the Duties stated in your classification description?	<input type="checkbox"/>	<input type="checkbox"/>
Are there NO other Duties that you are currently required to perform that are not inherent in your classification description?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to all of the above Section E questions is “YES”, **STOP HERE**
 You are properly classified and are not eligible to participate in the Window-Period process.