

### *Classification Questionnaires*

Any employee who believes their responsibilities more closely resemble the job description of another classified position, rather than the one assigned, or any employee asked to perform responsibilities out of classification, or any employee whose duties have been significantly changed to reflect duties required of a higher classification, may appeal for reclassification or upgrading to that position.

Employees are required to make a request in writing for a desk audit to their human resources office. The employee shall then be furnished with a questionnaire with directions for its completion.

For more information, see the union contract (if applicable) on the Division of Human Resources website at <http://www.hr.ri.gov> or contact your human resources office.

