



If after so doing, the applicant is still uncertain as to whether the application is complete, the applicant may review the checklist with Human Resources to ensure its completeness.

- 2.2. If the application is initiated by the employee, it must first be reviewed by their supervisor who will indicate by signature on the appropriate line whether the supervisor agrees



III. Steps Prior to Appeal

3.1. If the request for reclassification is denied based on the recommendation of the Human Resources