

MARYLAND JUDICIARY

Request for Non-Competitive Reclassification/Interchangeable Action

Name of Employee

Employee's PIN

Employee's Current Classification / Salary Grade

Requested Classification / Salary Grade

Name of Department / Section

Effective Date (Beginning of a Pay Period)

1. Reason for designating employee to higher-level classification. Please explain why the employee is eligible.

2. Does the employee meet the minimum qualifications for the higher-level classification?
 YES or NO

Note: An employment application may be needed for certain classifications.

I certify that the employee is **a)** performing at a fully proficient level and **b)** meets the minimum qualifications for the higher-level classification.

Approved by Department Head / Date

Verified by Human Resources Office / Date

Approved by Administrative Official / Date

Please return this form to:

Human Resources, Office of Classification, Salary Administration & HRIS, 580 Taylor Ave., A-1, Annapolis, MD 21401
or via Fax 410.974.2849