

MARYLAND JUDICIARY

Request for Non-Competitive Reclassification/Interchangeable Action

Name of Employee

PIN Number

Employee's Current Classification/Class Code/Salary Grade

Name of Department/Section

Effective Date of Action

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

Horizontal lines for text entry.

- 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 Senior Jurisdictional Authority/Date