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**December 1 – January 31<sup>st</sup>**

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**Please submit the reclassification review form to your Supervisor/Manager prior to the deadline date.**

**REQUIRED/SIGNED DOCUMENTS:**

**Reclassification Review Form; Immediate Supervisor Statement and Manager's Review/Signature**

**Reclassification Review Form - DEADLINE: 5 pm, January 31, 2023**

**Deliver to Human Resources Office or email to: [dflores@msjc.edu](mailto:dflores@msjc.edu)**