

REQUEST FOR JOB REVIEW

- 1) Job responsibilities should be reviewed annually by employee and manager at the time of Employee Performance Appraisal.
- 2) Changes in job assignments do occur. If such changes in duties are of a nature and scope which cause the position to be classified improperly, some corrective action, i.e., a modification of assigned duties or reclassification, should be taken.
- 3) The request for a review can be submitted by the employee, the manager, or the department chair. Employees shall not submit such a subsequent request prior to 18-months after completion of a previous classification review (Unit 2, 5, 7, 9, Article 9.26). Once requested, the review must be completed within 180 days from the date received by Employment, Recruitment, Classification and Compensation (ERCC).
- 4) A review of the position will be conducted by Employment, Recruitment, Classification and Compensation.
- 5) The appropriate Vice President or administrator will be consulted by Employment, Recruitment, Classification and Compensation before a final decision is made.
- 6) Complete front and back and return to Joyal Administration Building, Room 164, or Mail Stop JA071:

Position Description (Prepared by manager)

Job Description or Job Analysis (Prepared by employee)

Signatures:

Employee: _____	Date: _____
Date submitted to Manager or Department Chair: _____	
Manager or Department Chair: _____	Date: _____
Agree with Job Description	Disagree with Job Description
Date received by ERCC: _____	To be completed by: _____
