

## REQUEST FOR JOB REVIEW

- 1) Job responsibilities should be reviewed annually by the employee and manager at the time of the 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 review should be taken.
- 3) The request for a review can be submitted by the employee, the manager, or the department chair. Employee initiated classification review requests must be submitted to the employee's immediate supervisor (appropriate administrator) before being forwarded to Human Resource Services. If the appropriate administrator has not forwarded the employee's request to Human Resource Services within thirty (30) days, the employee can file the request directly with Human Resource Services.
- 4) Employees shall not submit such a subsequent request prior to 12-months after completion of a previous classification review (Unit 2,5,7,9, Article 9.27). Once requested, the review must be completed within 180 days from the date received by Human Resources.
- 5) A review of the position will be conducted by Classification and Compensation.
- 6) The appropriate Vice President or administrator will be consulted before a final decision is made.
- 7) Complete this form and return it, with the following forms, to Joyal Administration Building, Room 164, or Mail Stop JA-71. All appropriate signatures must be affixed to avoid unnecessary delays:
  - Position Description (prepared by the manager)
  - Job Description or Job Analysis (prepared by the employee)

Signatures:

Employee: _____	Date: _____
Date submitted to Manager or Department Chair: _____	
Manager or Department Chair: _____	Date: _____
<input type="checkbox"/> Agree with Job Description <input type="checkbox"/> Disagree with Job Description	
Date received by Human Resources: _____	To be completed by: _____

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Name (Last, First, Initial)

School or Department

Phone Extension

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Current Classification of Position

Working Title (If applicable)

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Changes in Job Duties Which Have Occurred:

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