REQUEST FOR JOB REVIEW

1) Job responsibilities should be reviewed annually by the 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 review 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 ERCC before a final decision is made.

6) 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: _________  

☐ Agree with Job Description    ☐ Disagree with Job Description  
Date received by ERCC: __________   To be completed by: __________
<table>
<thead>
<tr>
<th>Name (Last, First, Initial)</th>
<th>School or Department</th>
<th>Phone Extension</th>
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<tr>
<th>Current Classification of Position</th>
<th>Working Title (If applicable)</th>
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Changes in Job Duties Which Have Occurred: