

## 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: _____  |
| <input type="checkbox"/> Agree with Job Description  | <input type="checkbox"/> Disagree with Job Description |
| Date received by ERCC: _____                         | 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: