

Appendix B-5
Classification Review Request
Professional-Technical Unit

Part A – Basis for Request (completed by Supervisor)

Position Currently Filled - I request that the classification review committee evaluate the attached job description and questionnaire which summarize the duties of:

Name of Employee(s)

I feel that the changes made to the job may warrant:

Upgrade

Downgrade

Not Sure

Date employee first began new duties: _____
Date

Position is Vacant or New (Unfilled) – I request that the classification review committee evaluate the attached job description and questionnaire.

Part B – Copy of request to Employee / Union (completed by Supervisor)

Date this form and attached job description and questionnaire were provided to the employee (when applicable) and the Pro-Tech Union:

Date

Supervisor Signature Date

Manager (VP or Exec Dean) Date

Part C – Employee Comments (attach additional pages if necessary)

Employee Signature Date
(Not Required)