

Job Evaluation Request Secretarial-Clerical Unit

Part A – Basis for Request (completed by Supervisor)

Position Currently Filled - I request that the job evaluation committee evaluate the attached job description which summarizes the duties of:

Name of Employee(s)

I feel that the changes made in the attached job description may warrant an:

Upgrade

Downgrade

Not Sure

Date employee first began new duties: _____
Date

Position is Vacant or New (Unfilled) – I request that the job evaluation committee evaluate the attached job description.

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

Date this form and attached job description were provided to the employee (when applicable) and the Sec-Cler Union:

Date

Supervisor Signature Date

Manager (VP or Exec Dean) Date

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

Employee Signature Date