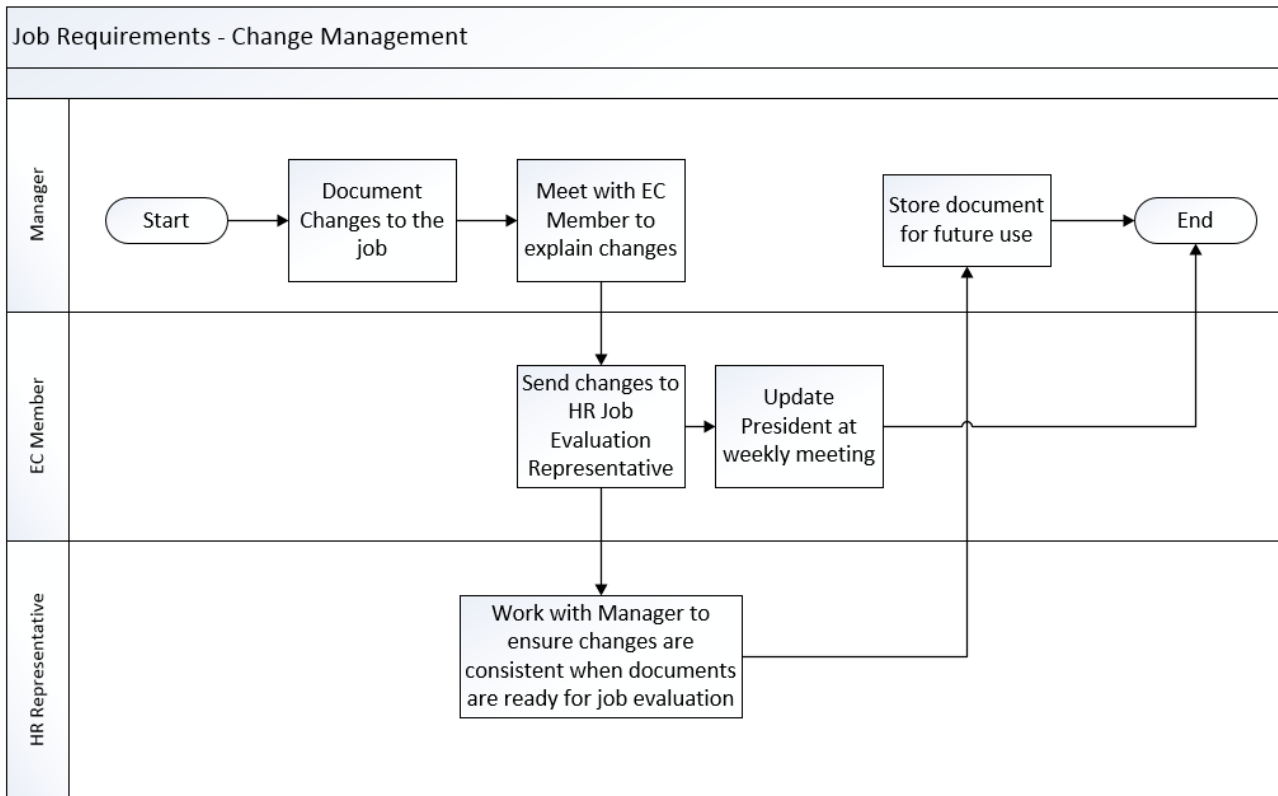


## Process for Determining a Change in Job Responsibilities

1. Manager documents changes to job
2. Manager meets with their EC member and explains changes
3. EC member sends changes to their Human Resources Job Evaluation Representative, and at the same time, updates Dr. Beverly during their weekly meeting
4. HR Job Evaluation Representative works with the manager to ensure changes are consistent when documents are ready for job evaluation



**When meeting with your EC member, the following questions should be addressed:**

- Who is being affected?
- When will the change happen?
- Why is this change required?
- What is the impact of this change?
- Are there any alternatives that should be considered?

<u>HR Use:</u> <input type="checkbox"/> Calendar Trigger <input type="checkbox"/> Notify Union
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