



# Joint Job Evaluation Committee Request For Re-evaluation



## Instructions:

This form is to be completed when the duties and responsibilities of a job have been changed or a job description does not reflect the duties and responsibilities of the job.

\*(A job description highlighting the significant changes must be provided.)

## Reason for request:

Please identify how the responsibilities, duties and knowledge required for the position has changed, warranting job re-evaluation.

Job description has been included.

(Please use reverse side for additional information.)

## Note:

All requests for re-evaluation must be signed by all parties identified and provided to the Human Resources Department to have the requests submitted to the JJEC.

Incumbent (Please Print)	Signature	Date
Supervisor (Please Print)	Signature	Date
Managing Director (Please Print)	Signature	Date

Hard copies are available through your supervisor or the Human Resources Department.