

Davis Classified Employee Job Review Request Form

Submit to the Human Resources Department by March 1st

Employee Name: _____ Employee ID: _____
Email: _____ Phone Number: _____
Current Job Title: _____
Work Location: _____ Supervisor's Name: _____

Please list in the space below only significant differences between the original written job description and the current duties and responsibilities which are now required by your job (Additional pages maybe attached if necessary) Note: Job descriptions are general in nature; each duty is not described in detail. Adding specific detail does not reflect a significant difference in your job. The complete job review procedure is included in the Classified Agreement between the Davis School District and the Davis Education Support Professionals.

If you feel that there is an existing job description that better describes your current duties and responsibilities, please identify the job below:

Employee Signature: _____ Date: _____

The information noted above accurately reflects duties and responsibilities included in the employee's current job assignment.

Supervisor Signature: _____ Date: _____