Thompson School District

REQUEST FOR SALARY PLACEMENT REVIEW
AND/OR JOB DESCRIPTION RE-EVALUATION

Please select the appropriate reason for submitting this form:

☐ **To Review a Current Position's Salary Placement**
The job duties, responsibilities, requirements, or reporting relationships have changed, resulting in a significant change to the existing job description. Revision to the existing job description is included.

☐ **To Re-evaluate a Current Employee's Job Description**
The job duties, responsibilities, requirements, or reporting relationships have changed, resulting in a change to the existing job description. Revision to the existing job description is included.

Employee Name_____ **Position/Title**_____

Building/Location_____ **Work Extension**_____

Full or Part Time_____ **Current # Of Contract Days**_____

- All forms and supporting documentation must be submitted to the Human Resources Department by **December 31** for consideration.
- Additional information may be necessary and discussions with the supervisor/administrator and employee may be conducted.
- Human Resources will review the information and make recommendations by the end of the contract year so that any adjustments in compensation can be included in the budget review process.
- Pending Board approval of the budget, changes will become effective July 1 of the following fiscal year for 12-month employees or the effective report date in August/September of the following fiscal year for less than 12-month employees, if approved.
- PLEASE ATTACH EXISTING OR REVISED JOB DESCRIPTION

Required Signatures:

Employee Signature_____ Date_____

Employee Comments_____

_____

Supervisor Signature_____ Date_____

Supervisor Comments_____

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Human Resources Signature_____ Date_____

Human Resources Comments_____

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