



Medford School District Classified Position Review Request



Name: _____ Date: _____
 Position Being Reviewed: _____ Phone: _____
 Location: _____ Supervisor: _____

Purpose: In the event that an employee or supervisor believes that an employee’s duties, level of required skill and/or responsibility have changed significantly, so that the current job description is no longer accurate, the employee may apply to the Position Review Committee for review.

To request a position/job description review please submit this form with the following items attached:

- 1. Written explanation to support review request:**
 - How have the duties, level of skill, knowledge and/or educational requirements changed?
 - How frequently are these additional duties performed?
 - How has the level of independent judgment and decision making changed?
 - Provide any additional information you feel is relevant.
- 2. Copy of current MSD Classified job description (available through HR or MSD website)**
- 3. Copy of proposed MSD Classified job description revisions**
4. Letter of support from immediate supervisor or building administrator (optional)

**If you do not provide the information requested in number 1-3 above, or your written explanation in number 1 is unclear or incomplete, your request will be sent back to you for revision(s) before it is reviewed.*

Employee submit request to:

Sarah Reames, OSEA Chapter 15 President
sarah.reames@medford.k12.or.us
 713 Summit Ave.
 Medford, OR 97501
 (541)842-3134

Supervisor submit request to:

Michael Campbell, Executive Human Resources Director
michael.campbell@medford.k12.or.us
 680 Biddle Rd.
 Medford, OR 97504
 (541)842-3625

For employee requests, the OSEA Field Representative or Chapter President will provide a copy of the request form and support items to the employee’s supervisor and Chief Human Resources Officer. For supervisor requests, Human Resources will provide a copy of the request form and support documents to the employee and OSEA Field Representative.

All information requested by and to be presented to the committee shall be submitted to each committee member no later than five (5) calendar days prior to the scheduled meeting. In the event that the committee requires additional information when they review the request at a regularly scheduled meeting, a decision may be deferred to the following month when they reconvene.

The Position Review Committee will deliver its recommendation to the Labor Management Committee at their next scheduled meeting for final review and decision. The Position Review Committee and Labor Management Committee meet monthly during most months of the student school year calendar.

The Executive HR Director or their designee will notify the employee and their supervisor of the Labor Management team’s final decision.

 Requester Signature

 Date

Approved / Denied by: _____	Date: _____
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