



**PPWC Job Evaluation
Request for Review of Changed Job Duties**

Purpose: To allow employees the opportunity to explain how their job duties have changed from their last evaluation.

Process: If you do not have a copy of your current job description, please request one from HR. Please review the job description and note any inaccuracies or omissions. Complete this form providing as much information as necessary. Review all information with your supervisor and submit this form and your job description for review by the JE Committee.

Employee: _____

Supervisor: _____

Job Title: _____

Location: _____

Date: _____

1. What specific duties have changed or been added to your job?

2. Please provide any other information you feel necessary.

Dated, signed and submitted to the JJEC this _____ day of _____, _____.

Incumbent's Name: _____

Signature: _____

Supervisor's Name: _____

Signature: _____