

**McHENRY COUNTY COLLEGE STAFF COUNCIL
REQUEST FOR POSITION REVIEW**

All requests must be submitted using this completed form and include requested attachments.
Incomplete requests will not be accepted.

Position

Date

Employee

Non-unit Supervisor

Request initiated by

1. Rationale for Request: Attach a detailed explanation of changes in the position since the position was last upgraded. Keep in mind that this is a position evaluation process, not an employee evaluation process. Confine your comments to those which are relevant to the responsibilities of the position. Attach a current job description and submit proposed job description on floppy disk or E-mail to Joan Hain, if possible. It is preferred that employees work with their non-unit supervisor to update the job description.

2. Request Review: This request is to be routed through the immediate non-unit supervisor and the next level supervisor for signature before being submitted to the Assistant Vice President of Human Resources. These signatures do not signify approval or disapproval of this request.

I have been notified of this request and have received a copy of this request.

Immediate Non-Unit Supervisor

Next Level Non-Unit Supervisor

3. The immediate non-unit supervisor is required to attend the Classification Committee meeting. The employee has the option of separately attending the Classification Committee meeting to present the request or asking a designee to either present the request or assist the employee in presenting the request. Please indicate below who will present the request on behalf of the employee.

This form is to be submitted to the Assistant Vice President of Human Resources no later than 4:00 p.m. on April 1 or October 1 of each year to be considered by the Classification Committee.