



# Request For Position Review

Employee or supervisor should complete this form, obtain necessary signatures, and forward to the Employee Relations Office, 140 Corbett Hall, University of Maine, Orono, ME, 04469-5717.

**Employee Information:**

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Department: \_\_\_\_\_

Present Job Title and Wage Band: \_\_\_\_\_

Proposed Job Title and Wage Band: \_\_\_\_\_

**Reason for Request:** (Summarize major duties currently performed that are not covered by the current job title and description — if this request for a position review is approved, you will be asked for more detailed information later.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorization for Position Review (as appropriate):**

Signature	Date	Approve	Disapprove	Comments
_____ Employee	_____	_____	_____	_____
_____ Supervisor *	_____	_____	_____	_____
_____ Chairperson	_____	_____	_____	_____
_____ Director / Dean	_____	_____	_____	_____
_____ Vice President	_____	_____	_____	_____

**\*Note to Supervisors of COLT staff:**  
The collective bargaining agreement between the University of Maine System and the Maine Education Association covering the clerical, office, laboratory and technical staff requires that a supervisor process a request for a position review *within 20 working days from the date the employee submits it to the supervisor.*

POSITION REVIEW: EMPLOYEE AND SUPERVISOR QUESTIONNAIRE

Employee's Name: \_\_\_\_\_ Date forwarded to employee: \_\_\_\_\_

**Instructions:** The information on this questionnaire will be used to plan and conduct interviews with both the employee and the supervisor. The answers in Parts I and II will be combined with the interview results as a basis for the position review decision. Employees should complete Part I and then give the form to their supervisor. Supervisors should review the answers in Part I, complete Part II, and forward both parts to the Office of Employee Relations & Salary Administration, 234 Corbett Hall.

PART I EMPLOYEE QUESTIONNAIRE

- Briefly describe the various duties or responsibilities of your job and the approximate amount of time you spend on each. There are separate places to describe daily responsibilities, then regular periodic responsibilities, and finally occasional responsibilities.

<u>Normal daily responsibilities</u>	Time spent each day (approximate - total time spent should not exceed 40 hours per week or 100% of time)

Name: \_\_\_\_\_

<u>Regular periodic responsibilities</u>	Time spent each week (approximate total time spent should not exceed 40 hours per week or 100% of time when combined with normal daily responsibilities)

<u>Occasional responsibilities</u>	Time spent (how often and how long)

Name: \_\_\_\_\_

2. Give some typical examples of decisions you make alone and decisions you make jointly with other staff.

Independent decisions:

Shared decisions:

3. List all machines and/or equipment you use.

Machines/equipment

Time spent (approximate)

4. If your work involves contact with people outside your department or outside the University, describe these contacts (whom they are with, what is their purpose, and how frequently they occur).

5. Explain how your work is assigned and checked (who assigns and checks your work; how often do you get assignments; how specific are instructions; how much of your work is checked and how often).

Name: \_\_\_\_\_

Do you have responsibility for supervising the work of other employees?

\_\_\_\_\_ yes                      \_\_\_\_\_ no

If no, skip to number 7 below and give this form to your supervisor.

If yes, list the number of people you supervise in each category:

\_\_\_\_\_ regular employees      \_\_\_\_\_ student workers      \_\_\_\_\_ temporary employees

Do the employees you supervise work:

\_\_\_\_\_ all year                      \_\_\_\_\_ part of the year

Complete this table by placing a check in the box next to the supervisory task that you perform for a particular category of worker.

Do You	For →	Regular Employees	Temporary Employees	Student Workers
Plan and assign work				
Check work				
Train				
Conduct and sign performance reviews				
Hire				
Participate in or make recommendations about	Hiring			
	Discipline			
	Promotion			
	Performance Review			

Approximately what percentage of your work time do you spend performing the types of supervisory tasks in the table? \_\_\_\_\_%

7. Signature:

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus address

\_\_\_\_\_  
Office telephone

