

**GRANITE SCHOOL DISTRICT
JOB DESCRIPTION APPEAL FORM**

Employee Name: _____ School/Location: _____

Current Job Classification Title: _____

1. Rationale for Appeal. Clearly explain how your existing job description does not reflect your actual duties and responsibilities. Attach a copy of current job description. Use a separate sheet if necessary.

Group Appeal

Individual Appeal

(All employees of the same classification must agree for appeals submitted as a group)

Employee Signature: _____ Date: _____

2. Supervisor Review

The actual duties and responsibilities are different from the existing job description as reflected above.

Yes

No

Supervisor Signature: _____ Date: _____

3. HUMAN RESOURCE DIRECTOR Acknowledgment

I hereby acknowledge that I have received the attached job description appeal.

Human Resource Director Signature: _____ Date: _____