

**KSU College of Veterinary Medicine**  
**Instructions for FY18 Employee Responsibility Change Summary Form**

This form should be completed by the employee and supervisor to determine if a reclassification request is necessary or if another avenue may be more appropriate. For this fiscal year, reclassification requests are accepted through October 31, 2017 and will not be accepted again until February 1 through March 15, 2018.

- Input Position Number of employee, Employee Name and Current Job Title.
  
- In the space provided, summarize only the duties that have been **added, deleted or changed** since the position was last reviewed. Keep the following questions in mind while completing the form:
  - Has employee become a supervisor of staff?
  - Has the percentage of time of the employee's duties changed significantly?
  - Was there a permanent or significant change in duties – not a special project or short-term assignment?
  - Is the duty added, deleted or changed substantially different in complexity and responsibility?

If the answer to any of these questions is “yes,” please complete the form to the best of your ability and submit to Human Resources in 102 Trotter after the employee and supervisor have signed.

**KSU College of Veterinary Medicine**  
**Employee Responsibility Change Summary**

**Position Number:**

**Employee Name:**

**Current Title:**

*Briefly* summarize the duties and responsibilities of the position that have changed or been added since the most recent position review. Assign percentages of time for each additional duty.

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Supervisor Date

**\*Upon completion, submit to Human Resources, 102 Trotter, for review**

<b>Review:</b> <input type="checkbox"/> Approved for Reclassification Review <input type="checkbox"/> Insufficient Changes to Justify Review			
_____	Date	_____	Date
Human Resources		Department Head	