

DALLAS COUNTY COMMUNITY COLLEGES

Waiver of Regular Job Evaluation Opportunity

2005 - 2006

Procedures for the regular cycle of job evaluation allow incumbents in positions to be evaluated during 2005 - 2006 to waive this evaluation if significant changes have not occurred since the last review. By waiving this evaluation, the completion of a questionnaire will not be required. *Please note: District Human Resources reserves the right, however, to revoke a waiver, request completion of a questionnaire, and to proceed with a formal job evaluation; if we find that in the past a significant amount of incumbents waived review in the same position title. District Human Resources will randomly select a few incumbents to participate in the evaluation process as deemed necessary.*

District Human Resources may revise the job description, title and/or schedule placement based on information gained through questionnaires and interviews completed by other employees in this same position. Recommendations resulting may not affect all incumbents.

If you wish to complete the 2005 - 2006 scheduled job evaluation, please discard this page and proceed with completion of the questionnaire.

If you wish to waive your opportunity for participation in the job evaluation process for 2005 - 2006, please complete and sign the statement below and route to your supervisor.

I DO NOT WISH TO PARTICIPATE IN THE REGULAR JOB EVALUATION PROCESS FOR 2005 - 2006 FOR THE POSITION OF:

(please print title of your current position)

AS ELIGIBLE FOR REVIEW, I UNDERSTAND THAT IF SIGNIFICANT NUMBERS OF OTHERS IN THIS SAME JOB TITLE REQUEST CONSIDERATION OF THEIR POSITIONS OR DISTRICT HUMAN RESOURCES FINDS THAT A SIGNIFICANT AMOUNT OF INCUMBENTS WAIVED IN SAME TITLE IN THE PAST, I MAY BE REQUIRED TO PARTICIPATE LATER. I ALSO UNDERSTAND THAT, UNLESS SIGNIFICANT CHANGES OR REORGANIZATION OCCUR, IT COULD BE AS LONG AS THREE YEARS BEFORE ANOTHER REGULAR JOB EVALUATION IS SCHEDULED FOR MY CURRENT POSITION TITLE AND THAT CHANGES TO THE JOB DESCRIPTION, TITLE AND SCHEDULE PLACEMENT WHICH ARE APPROVED FOR THIS POSITION TITLE WILL BE AUTOMATICALLY IMPLEMENTED SEPTEMBER 1, 2006.

Employee (please print)	Signature	Location	Date
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First Level Supervisor (please print)	Signature	Date
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Second Level Supervisor (please print)	Signature	Date
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PLEASE ROUTE TO YOUR HUMAN RESOURCES OFFICE AFTER ALL SIGNATURES ARE AFFIXED FOR HANDLING