

# Job Evaluation Points Review Process Form

Employee Name:	Employee Title:
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## Background

The City of Hibbing (City) undertook and completed a comprehensive job classification and compensation study conducted by Flaherty & Hood P.A. to analyze the City's job classification and compensation system and provide a foundation for making necessary changes to the current system.

As a result of the study, new job evaluation points were established.

The City established and described a process for employees desiring a review of their position's job evaluation points. This form must be used by the City's employees and representatives to process the review.

## Process

### *Instructions for Employee*

If you desire a review of your position's job evaluation points, please describe in the "Review" section of this form your reasons for challenging the points and the outcome you desire. If you provide additional reasons on additional sheets of paper or attach additional supporting documents, please staple those documents to the back of this form and state in the "Review" section below what documents you are attaching. Then, sign and date the "Acknowledgment" section of this subsection and **email or hand deliver the form to** Angela Kleffman, Human Resources Director at [AKleffman@ci.hibbing.mn.us](mailto:AKleffman@ci.hibbing.mn.us).

## Review

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**Review cont.**

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**Acknowledgments**

**Instructions**

Sign and date the "Acknowledgment" section of this subsection indicating the date the form was received.

**Employee**

I acknowledge that I completed the Review section of this form on the date below.

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

**City Administrator**

I acknowledge that I received this completed form on the date of my signature below.

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Angela Kleffman, Human Resources Director \_\_\_\_\_ Date \_\_\_\_\_