

Worksheet for Determining Essential and Marginal Duties

Position Being Analyzed

Name (not applicable if vacant): _____ Title: _____

Position Number (not applicable if vacant): _____

Dates

Checklist Completed: _____ Checklist Reviewed with Employee (not applicable if vacant): _____

Person Completing Form

Name: _____ Title: _____

Duty No	Time		Performed by Past Incumbent?	Performed by Current Incumbent ? **	Position Exists to Perform Duty?	Limited # of Employees Perform Duty?	Highly Specialist Duty?	Critical Importance? *** (1 – 5)	Employer's Judgment?	Essential or Marginal?
	%	Significant? *								
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

* Significant amount of time is generally >25%. This factor is more applicable for classified positions than for unclassified or faculty positions.

** Employees who have the same job title/classification and who work in the same unit/shop/section.

*** Rate on a scale of 1 – 5 the consequence of not performing this duty: 1 = little or no consequence, 5 = serious consequence