

Worksheet for Determining Essential and Marginal Duties

Print and file manually
for your records.

Position Being Analyzed

- Name (not applicable if vacant): _____
- Title: _____
- Position No. (not applicable if vacant): _____

Dates

- Checklist completed: _____
- Checklist reviewed with employee (not applicable if vacant): _____

Person Completing Form

- Name: _____
- Title: _____

[Click on field for download menu.](#)

Duty No.	Time		Performed by Past Incumbent?	Performed by Current Incumbent? **	Position Exists to Perform Duty?	Limited # of Employees Perform Duty?	Highly Specialized 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.