

Exhibit 4 – Task Distribution Form

**Classified Staff
Task Distribution**

Position Title: _____

Manager/Supervisor proposal for distribution of essential duties listed on employee job description:

<u>Essential Duty (E)</u>	<u>How/Who will Perform Tasks</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Proposed fill date for this position: _____

District Representative

Chapter #283 Representative

Date: _____

Date: _____