**Developmental Job Assignment Agreement**

You can use this form to assign an employee to a job advancing his or her professional development. After the Assistant Directors have signed, retain a copy in the employee’s supervisory file.

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| --- | --- | --- |
| Employee Name | Class Title | Division |
| Current Supervisor | Supervisor of Assignment |
| Developmental Assignment Division/Section | Effective Date |
| What is the actual assignment/what are expectations of the work/what is the duration? |
| What does the DJA supervisor commit to do to support the employee’s learning? |
| What does the employee commit to do and to learn? |
| Supervisor of Developmental Job Assignment’s Expectations |
| Other Conditions and Considerations |
| Employee Signature and Date**X** |
| Current Supervisor Signature and Date**X** |
| Supervisor of Developmental Job Assignment Signature and Date**X** |
| Assistant Director (for current position)[ ]  Approve [ ]  Disapprove – Reason: | Signature and Date**X** |
| Assistant Director (for developmental job assignment)[ ]  Approve [ ]  Disapprove – Reason: | Signature and Date**X** |