

Marginal Job Functions

- **A job function is "marginal" when:**
 - The duty is not one of the reasons for the job's existence
 - The job would still exist if the duty were not performed

- **A function may be "marginal" when:**
 - The character of the job (scope of responsibility, type of work, major duties) would remain the same if the duty were not performed
 - The function occupies a small percentage of time
 - Failure to perform the function may have minor consequences
 - The nature of the duty is such that another employee could readily perform it

Is It Marginal?

- Would the job still exist if this duty were not performed?
- Would the character of the job (scope of responsibility, type of work, major duties) remain the same if this duty were not performed?
- Does this duty require a relatively small percentage of time?
- Is the nature of this duty such that another employee could readily perform it?
- Are there other department employees to whom this duty could be assigned? Or who could trade a comparable duty for this one?
- Would the consequences of not performing this duty be minor?