



Classification/Reclassification Appeal Form BCGEU Support Staff (Reference Article 20)

The following individual(s) wish(es) to submit an appeal of the JJEC's decision (**must be submitted within 10 working days after receiving the written notification of the decision**):

- Employee
- Supervisor

Name (local) Faculty/Division/Department

Name (local) Faculty/Division/Department

Position Description # _____

Original Job Title: _____

Original Job Classification: _____

Ratings of the following factors are being appealed:

- Education
- Experience
- Judgement
- Impact of Decisions
- Financial Responsibility
- Responsibility for the Work of Others
- Interpersonal Communications
- Physical Demands
- Sensory Demands
- Working Environment

For each factor being appealed, the individual(s) submitting the appeal shall only provide clarification of existing information submitted on the new job description in the original request for reclassification. The introduction of new information or changes to original information will not be accepted. **Clarification for each appeal factor should be stated separately and attached to this form.**

In the case of an appeal from the Employee, the Supervisor shall add his/her comments and vice versa.

If you have any questions, please contact Ashley Bloor, HR Associate at 7-8833.

Employee: _____ Date: _____

Direct Supervisor: _____ Date: _____

Submit all documents to:
Ashley Bloor, HR Associate
ashley.bloor@ubc.ca