



BCGEU Request for Classification Review

(Reference Article 20)

Note: New, future dated job duties added to a job description resulting in a higher classification may require **posting** as per Article 21.

REQUEST DETAILS

Submitted by: _____

Faculty/Department: _____

Current Job Title of Reviewed Position: _____

Current Classification of Reviewed Position: _____

CLASSIFICATION DETAILS

Effective Date of New Duties Being Performed: _____

Reason for Classification Review:

- New position
- New duties added to existing position going forward
- Updating position as duties have evolved over time

Initiated by:

- Supervisor Employee
- If initiated by Supervisor, please check this box as confirmation that the employee is aware of changes to the job description.*

DOCUMENT CHECKLIST

The following documents must be provided electronically with this request for a classification review:

- Existing job description
- Existing job description with proposed changes in a Word document (use Track Changes function)
- Proposed (new) job description formatted without tracked changes
- Cover letter briefly summarizing differences
- Organizational chart
- Job description of any comparator positions used when drafting new job description

SIGNATURES

Employee: _____ Date: _____

Direct Supervisor: _____ Date: _____

Submit this form and all documents electronically to:
Jennifer Van Aller, HR Associate
jennifer.vanaller@ubc.ca
250-807-8833

Print Form