

 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 ❒ Responsibility for the Work of Others

 ❒ Experience ❒ Interpersonal Communications

 ❒ Judgement ❒ Physical Demands

 ❒ Impact of Decisions ❒ Sensory Demands

 ❒ Financial Responsibility ❒ 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 Jennifer Van Aller, HR Associate at 7-8833.***

Employee Signature: Date:

Direct Supervisor: Date:

**Submit all documents to:**

Jennifer Van Aller, HR Associate

jennifer.vanaller@ubc.ca