



### BCGEU Classification/Reclassification Appeal Form

(Reference Article 20)

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

<b>Employee Name:</b>	
<b>Faculty/Department:</b>	
<b>Current Job Title of Reviewed Position:</b>	
<b>Current Classification of Reviewed Position:</b>	
<b>Position #:</b>	

In order for the appeal to move forward, clarification for individual factors must be documented separately and attached to this form, along with any comments or clarification from the Manager. For each factor, 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. Additionally, the education and experience factors are not subject to appeal.

Please note that during the appeal review the JJEP will take into consideration all clarification presented and have the authority to review and reassess any factors they feel applicable.

*The following factors can be appealed:*

<b>Factors:</b>
Judgement
Impact of Decisions
Financial Responsibility
Responsibility of the Work of Others
Interpersonal Communications
Physical Demands
Sensory Demands
Working Environment

***If you have any questions, please contact Angela McLean, Compensation Consultant at 7-8582.***

<b>Signatures</b>	
Employee:	Date:
Manager:	Date:

<b>For Human Resources use only:</b>	
Date received by Human Resources:	
Date of Appeal Meeting:	

**Submit all documents to:**

Angela McLean, Compensation Consultant  
[angela.mclean@ubc.ca](mailto:angela.mclean@ubc.ca)