## **BCGEU Request for Classification Review**

(Reference Article 20)

**Note:** Positions classified as a result of new duties going forward resulting in a higher classification may require posting as per Article 21.

Submitted by:				
Faculty/Department:				
Current Job Title of Reviewed Position:				
Current Classification of Reviewed Position:				
Current Incumbent (if applicable):				
Choose <b>one</b> of the following three options, if you require clarity, please contact the Compensation Consultant				
1. New Position		osition Classified uties going forward or existing vacant position)	3. Position Reclassified (duties have evolved)  ☐ Employer Initiated ☐ Employee Initiated	
☐ New Job Description	☐ Cover let	tter summarizing differences	☐ Cover letter summarizing differences	
☐ Organizational Chart from Manager	☐ Existing J	ob Description	☐ Existing Job Description	
☐ Job Description of any comparator positions (optional)	☐ Existing J	ob Description with track changes	☐ Existing Job Description with track changes	
	☐ Final Job	Description without track changes	☐ Final Job Description without track changes	
	☐ Organizational Chart from Mar		☐ Organizational Chart from Manager	
	☐ Job Desc (optional)	ription of any comparator positions	☐ Job Description of any comparator positions (optional)	
			Reclassification retroactive effective date (per article 20.2 (c))	
Please provide all documents required related to the proper action (new, classified, reclassified).  Administrative Units - Prior to submitting, please connect with your Finance Manager to alert them of this potential cost for budgeting purposes.				
Signatures				
Employee:		Date:	Date:	
Manager:		Date:	Date:	
For Human Resources use only:				
Date received by Human				
Resources:				
Date of meeting with HR/Union Rep (if position reclassified):				
Submit this form and all documents electronically to:				
Angela McLean, Compensation Consultant (angela.mclean@ubc.ca) Phone: 250-807-8582				