

CUPE 2950

Job Reclassification Process

The reclassification process may be requested by the Department, Employee, HR or CUPE 2950 Union.

Upon receipt of a reclassification request from an Employee, the Manager shall review the job classification and attempt to resolve the matter.

1. The Employee to complete Form A – Employee Form.
2. The Manager to complete Form B – Manager Form.
3. The Manager to update the job description to reflect the new duties and responsibilities performed by the Employee.
4. If there is an agreement between the parties as to the new classification level, the Manager may complete the reclassification process without HR Compensation review.
 - a. The Manager to prepare the reclassification letter to notify the Employee of the result of the reclassification review.
 - b. The Manager to send a copy of the reclassification letter, the updated job description, Form A and Form B to HR Compensation and CUPE 2950.
 - c. The Manager to update the job description in the Position Management System and prepare a staff appointment form (SAF) or EPAF to process the change in classification.
 - d. HR Compensation may audit the reclassification to ensure appropriate classification of the position.
5. If there is disagreement regarding the classification level between the Department and the Employee, HR Compensation review is required to determine the appropriate classification level of the position.
 - e. The Manager to forward all pertinent documents to HR Compensation.
 - f. HR Compensation to review the documents to determine the appropriate classification level of the position. HR Compensation may conduct an audit of the position. The process may take up to 12 weeks to complete.
 - g. HR Compensation to send a reclassification letter to notify the Manager and the Employee of the result of the reclassification review.
 - h. HR Compensation to send a copy of the reclassification letter, the updated job description, Form A and Form B to CUPE 2950.
 - i. If there is a change in classification, the Manager to update the job description in the Position Management System and prepare a staff appointment form or EPAF to process the change in classification.
 - j. If there is no change in classification, the Manager to update the job description in the Position Management System with the current classification.
 - k. If the Employee disagrees with the recommendation, the Employee may request an appeal of the result in writing to HR Compensation within 30 days of notification of the result.
 - l. This appeal will be reviewed by the Joint Appeal Committee, which consists of 2 representatives from CUPE 2950 and 2 representatives from the University.

The forms (Form A and Form B) and the template reclassification letter are located in:

<http://www.hr.ubc.ca/compensation/job-evaluation-classification/reclassification/cupe-2950/>.