

Form A – Employee Form
CUPE 2950
Job Reclassification Request

For Central HR use only:

HR Reference # _____

Contact Information:

Employee Name: _____ Employee ID: _____ Employee Telephone: _____ Employee Email: _____ Department: _____	Campus Mailing Address: _____ _____ _____ _____ Campus Mail Zone: _____
Manager Name: _____ Manager Title: _____ Manager Telephone: _____ Manager Email: _____	Campus Mailing Address: _____ _____ _____ _____ Campus Mail Zone: _____

Signatures:

Employee's Signature: _____	Date: _____
Manager's Signature: _____	Date: _____

Please ensure that **signatures have been completed** before sending to:

Total Compensation Unit
Human Resources
#600 – 6190 Agronomy Road
Technology Enterprise Facility 3
Vancouver, BC V6T 1Z3

A copy of your Job Reclassification Request will be sent to the CUPE 2950 office. Please retain a copy of your completed Job Reclassification Request Form A on your files.

¹ CUPE 2950 benchmarks are located at: <http://www.hr.ubc.ca/compensation/job-families/cupe-2950/>.

