



# Form A – Employee/Union Form Job Reclassification Request

### Contact Information:

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

I confirm that I have fully read and completed all questions in the form, and acknowledge that any incomplete information will result in a delay in the reclassification.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Instructions:

1. In submitting a reclassification request, consider whether the primary duties and responsibilities have changed substantially from your current job description. “Substantially” refers to changes as they relate to complexity, and not changes in the volume of work.
2. This form (Form A) is to be completed and signed by the employee, or the union, if the union is submitting the request on behalf of the employee(s).
3. Your manager is to complete and sign Form B, then submit Form A, Form B and the updated job description to the Compensation unit in Human Resources. If you are submitting the reclassification request directly to Compensation, your manager will be contacted for their Form B and updated job description.

Reclassification requests can be submitted by email to your Compensation contact, or by mail to the Compensation unit at

Vancouver campus  
Human Resources - Compensation  
600 - 6190 Agronomy Road  
Vancouver, BC V6T 1Z3

Okanagan campus  
Human Resources  
OM1 - 1157 Alumni Ave  
Kelowna, BC V1V 1V7



## Rationale for Job Reclassification Request

### Position Background:

Current Position Title: \_\_\_\_\_

Current Classification: \_\_\_\_\_

Date appointed to position: \_\_\_\_\_ Date that change(s) took place: \_\_\_\_\_

Has a job reclassification request or appeal been filed for this job before? Yes    No  
If yes, when was the previous reclassification request or appeal was filed: \_\_\_\_\_

### Rationale for Change:

Why have you taken on the new responsibilities? Be specific as to how those changes occurred.

Are the changes (check off those that are applicable):

New tasks/duties/responsibilities

Changes to the level of decision making required

Changes to your level of accountability

Changes to the impacts of your decisions and/or the consequence of errors

Explain how the responsibilities required for your job have changed, warranting a change in your current classification. For each responsibility, indicate the approximate % of your job this represents.