



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.

All reclassification requests require:

1. Form A (Employee Form) – completed by the Employee
2. Form B (Manager Form) – completed by the Manager
3. Updated job description – completed by the Manager, reflecting the new duties and responsibilities performed by the Employee

Request Review by Manager

If there is agreement between the parties regarding the new classification level, the Manager may complete the reclassification process without HR Compensation review.

1. The Manager prepares the reclassification letter to notify the Employee of the result of the reclassification review.
2. The Manager sends a copy of the reclassification letter, the updated job description, Form A and Form B to HR Compensation and CUPE 2950.
3. The Manager or departmental administrator updates the job description in Workday, and submits the Change Job Process and Request Compensation Change (where necessary) processes to implement the change in classification.
*Tip: When submitting the change in Workday, remember to check the employee's existing compensation records. For every completed transaction that affects compensation, a Request Compensation Change is needed to update the salary.
4. HR Compensation may audit the reclassification to ensure the appropriate classification.

Request Review by HR Compensation

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.

1. The Manager forwards all pertinent documents to HR Compensation.
 - a. The employee may prefer to directly connect with UBC Human Resources. In this event, the employee needs only to submit their Form A. HR Compensation will connect with the department for the requisite Form B and job description.
2. HR Compensation reviews the documents to determine the appropriate classification level of the position. HR Compensation may conduct an audit of the position and/or interviews with the employee and/or manager. The employee may request a Union Steward to be present at the interview. The process may take up to 12 weeks to complete.
3. HR Compensation sends a reclassification letter to notify the Manager and the Employee of the result of the reclassification review.
4. HR Compensation sends a copy of the reclassification letter, the updated job description, Form A and Form B to CUPE 2950.



Processing the Change

1. If there is a change in classification, the Manager or departmental administrator
 - a. updates the job description in Workday at the new classification;
 - b. submits the Change Job process, effective the date of the reclassification, to process the reclassification – using the salary scale that is in effect on the reclassification effective date (e.g. in the below example, refer to the April 1, 2019 salary scale because the effective date is Mar 1, 2020); and
 - c. submits the Request Compensation Change process(es) to process any completed transactions that affect compensation (e.g. step increases, general wage increases, etc.). When using the correction reason, please indicate the original transaction that’s being corrected in the comments box.

Note that a transaction is initiated after the previous one is fully approved and complete.

Example:

Employee’s compensation records currently show the following:

Effective	Classification	Grade	Step	Rate	Reason
Apr 1, 2019	Administrative Support 4	7	5	4,050	GWl
April 1, 2020	Administrative Support 4	7	5	4,131	GWl
April 1, 2021	Administrative Support 4	7	5	4,214	GWl

The following transactions will be required:

Effective	Classification	Grade	Step	Rate	Reason
Mar 1, 2020	Administrative Support 5	8	4	4,197	Change Job - Reclass
April 1, 2020	Administrative Support 5	8	4	4,281	Request comp change - Correction (comment: GWl)
Mar 1, 2021	Administrative Support 5	8	5	4,369	Request comp change - Step Increase
April 1, 2021	Administrative Support 5	8	5	4,456	Request comp change - Correction (comment: GWl)

2. If there is no change in classification, the Manager or departmental administrator
 - a. updates the job description in Workday at the current classification.

The forms (Form A and Form B) and the template reclassification letter are located in <https://hr.ubc.ca/working-ubc/staff-salaries-job-evaluation/staff-reclassification>.