



# Form B – Manager Form Job Reclassification Request

### Instructions:

1. In submitting a reclassification request, consider whether the primary duties and responsibilities have changed substantially from the current job description. “Substantially” refers to changes as they relate to complexity, and not changes in the volume of work.
2. This form (Form B) is to be completed and signed by the manager, or designate.
3. Once completed and signed, submit Form A, Form B and the updated job description to the Compensation unit in Human Resources.

\*\* Note that the completed Form B is not shared with the employee or union/association.

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

### Position Background:

Name of Employee: \_\_\_\_\_

Current Position Title: \_\_\_\_\_ Position Entry Date: \_\_\_\_\_

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

Proposed Classification: \_\_\_\_\_

When did the full scope of the changes occur? \_\_\_\_\_

Have you managed the employee since the above date?      Y      N

If not, who may we contact for additional information for that period (if needed)? \_\_\_\_\_

Describe the department and how the position fits into it

What are the main responsibilities of this position? How is the majority of their time spent?



## Rationale for Job Reclassification Request

Please respond to the information provided by the employee/union in Form A with respect to the change(s) to the responsibilities required for the job. Do you agree with the information provided by the employee/union in Form A?

Has the position taken on new tasks and/responsibilities? Explain below.	Yes	No
Has the consequence of error and impact of their decisions grown? Explain below.	Yes	No
Are the new responsibilities new to the position? If not, who had these responsibilities before?		

What caused these changes?



Indicate any new types of supervisory/management responsibilities that this position has ownership of.  
(Note: this may not result in a change in classification)

Type of Responsibility	# of Staff	Classifications of positions
Hiring		
Performance management		
Termination		
Scheduling and assigning work		
Training		
Other (explain):		

Are there other positions that you see as comparable to this position? In what way do you think they are comparable?

Is there any additional information we should be aware of?

I have read and completed all questions in the form, and will include the updated job description in the reclassification package. I acknowledge that any incomplete information will result in a delay in the reclassification.

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_