

Under our new job evaluation system, if you feel your current benchmark no longer matches your job duties or job description and you want to do something about it, you must follow the job reclassification process.

Under the new system, this process is easy and straightforward:

1. Download the form from the UBC Human Resources Total Compensation Job Evaluation site (<http://www.hr.ubc.ca/compensation/job-evaluation-classification/cupe-2950/>):

http://www.hr.ubc.ca/archive-files/pdf/compensation/CUPE2950_Employee_Initiated_Job_Reclass_Request_FORM_A.pdf

2. Complete as much of the form as possible and submit it to your manager.
3. Make a copy of the form noting the date you submitted it to your manager and keep the copy in your records.
4. Your manager will then ensure you have an up-to-date and accurate job description. This may be done in consultation with you (we would hope it would be), with Human Resources personnel within your larger unit, or with the Total Compensation consultants in UBC Human Resources.
5. Based on this updated job description, if your manager agrees there should be a change, s/he has the authority to make the change and to inform you, the Union, and UBC Human Resources.
6. At that point, if you do not agree with the decision, the reclassification request can be forwarded to the Total Compensation unit for them to evaluate. This is your responsibility.
7. If your manager takes more than 8 weeks to inform you of his/her decision, you may contact Total Compensation and they will contact the manager to get the process moving. You may also contact the Union and ask us to contact Total Compensation on your behalf.
8. If you disagree with the decision of Total Compensation, there is an appeal process.

The system is based on up-to-date and accurate job descriptions. It is also based on the decentralized responsibility of managers to match jobs to their appropriate benchmark. It is the manager's right to determine which job duties are in a job description, but you cannot be asked to do duties at a higher scope and level than your benchmark.