



# CLASSIFICATION APPEAL

## (Parts 1 and 2)

### (GOVERNMENT)

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### Instructions:

Please read carefully **before** completing the Classification Appeal Form (Parts 1 and 2).

1. Article 28.3 of the Collective Agreement gives you the right to appeal the classification of the position you occupy. If you believe that the position you occupy has significantly changed or is improperly classified, please complete Part 1 to request an up-to-date job description and a meeting to discuss your job duties. Include all information requested on the form. The Date Requested and Supervisor's Signature in Part 1 are **imperative** as it affects the official appeal date.
2. When complete, submit a copy of the Classification Appeal form to your immediate supervisor and a photocopy to Union Headquarters.
3. If agreement cannot be reached on the content of the job description, identify the duties in dispute by documenting them in writing under "Outcome of Meeting" in Part 1 and forward to Union Headquarters. **Do not complete Part 2 yet.**
4. If there is still a disagreement over the job description or classification, or if you have not received your job description or had the requested meeting to discuss your classification, complete Part 2 within 30 days of filing Part 1. **You must complete Part 2 and file within 30 days or your Appeal will be deemed abandoned. Ensure the signature and date are completed when filing at Part 2.**

**Please note:** Employee qualifications, individual job performance, volume of work or salary assigned to the grid range level are not valid grounds for an appeal.

5. When complete, forward Part 2 to Union Headquarters **and** to the BC Public Service Agency (BCPSA) as per Article 28.3(c). Include your up-to-date job description, signed by you, your supervisor and excluded supervisor.
6. The Union and BCPSA will inform you of the on-site interview date. Please inform the Union if there are any changes to your position or any responses from the Employer. The BCPSA has 60 days to respond in writing to your appeal as per Article 28.3(c).
7. If there remains a dispute respecting the classification level, the Union will complete a Classification Appeal (Part 3) form and submit to the BCPSA within 60 days of receipt of the BCPSA's written response at 28.3(d) or when the response was due.
8. Please be aware that timelines are often extended by the Union/BCPSA in order to respond to appeals.

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### Forward to:

#### **Union:**

E-mail : [ClassificationAppeals@bcgeu.ca](mailto:ClassificationAppeals@bcgeu.ca)  
BCGEU Headquarters  
Classification Dept.  
4911 Canada Way  
Burnaby, BC V5G 3W3  
Fax: (604) 294-5092

#### **BC Public Service Agency (BCPSA):**

E-mail: [BCPSAClassification@gov.bc.ca](mailto:BCPSAClassification@gov.bc.ca)  
**Vancouver**  
#900 – 360 West Georgia Street  
Vancouver, BC V6B 6B2 Fax: (604) 660-5522  
**Victoria**  
3<sup>rd</sup> Floor – 810 Blanshard Street  
Victoria, BC V8W 2H2 Fax: (604) 953-8615

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## (Parts 1 and 2)

### (GOVERNMENT)

**INSTRUCTIONS:**

- Please read the entire form carefully, including the instructions
- Attach additional sheets if more space is required
- Present Part 1 to supervisor to request job description
- Within 30 days file Part 2

**PART 1 - INCUMBENT AND POSITION DATA**

EMPLOYEE NAME		SOCIAL INSURANCE NUMBER	HOME PHONE NO.
HOME ADDRESS		E-MAIL ADDRESS	CELL PHONE NO.
MINISTRY	BRANCH		
SECTION		WORK PHONE NO.	FAX NO.
JOB WORKING TITLE		PRESENT CLASSIFICATION & GRID LEVEL/STEP	P.M.S. NO.

I hereby request an updated job description and meeting to discuss my position's duties/responsibilities and attempt to resolve any discrepancies **(within 30 days)**

EMPLOYEE SIGNATURE	DATE REQUESTED Y    M    D	IMMEDIATE SUPERVISOR SIGNATURE
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OUTCOME OF MEETING

EXCLUDED SUPERVISOR SIGNATURE	PART 2 DATE Y    M    D	Note: The date the employee receives the requested job description, or the date the job description was due, determines the effective date of any subsequent reclassification.
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**PART 2 - REASONS FOR APPEAL**

*Note: Before you complete Part 2, please ensure the procedures contained in Article 28.3 (a) and (b) have been exhausted. (See instructions.)*

- I appeal this position because I consider the assigned duties and responsibilities are best described in the Classification Title:

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- List any known PSJEP Benchmarks and/or Reference Jobs you consider to have duties and responsibilities which are directly comparable to your position (include position title, Benchmark and Reference Job numbers - available on website at [www.bcgeu.ca](http://www.bcgeu.ca). Go to Member Resources, scroll down main page to PSJEP Benchmarks Parts 1 & 2.

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- Describe the duties and responsibilities of the above positions which you consider are comparable (attach additional sheets if needed).

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- Are there new and significant duties and responsibilities performed on a regular basis which have been added to your job description since it was last signed off or evaluated, and upon which your appeal is based? (Attach additional sheets if needed.)

5. (a) What date were these duties added?	Y    M    D	
(b) Where did the duties come from? (Indicate position, if known)	_____	
(c) Is this a new position? <input type="checkbox"/> YES <input type="checkbox"/> NO	(d) Have you attached additional information? <input type="checkbox"/> YES <input type="checkbox"/> NO	

**REFER TO INSTRUCTIONS ON PAGE 1**



**ADDITIONAL INFORMATION:** (Indicate Item number)