

UNB RECLASSIFICATION REQUEST FORM

for positions covered by the **A**ddministrative, **P**rofessional and **T**echnical Group
and the **P**rofessional, **T**echnical **S**taff **U**nion

A review of the current evaluation of a position will be undertaken if there have been changes in the duties assigned to an employee. Only the duties and responsibilities of the position will be evaluated, not the performance or the workload of the employee. See Page 2 for instructions.

EMPLOYEE'S SECTION:

Employee's Name _____ Department _____
Present Job Title _____ Faculty/Admin Unit _____
Employee's Signature _____ Date _____ ☐ Revised Job Description
Attached

SUPERVISOR'S COMMENTS:

Supervisor's Signature _____ Date _____

DEPT. HEAD/MANAGER'S COMMENTS:

Dept. Head/Manager's Signature _____ Date _____

DEAN/DIRECTOR'S COMMENTS:

Dean/Director or Head of Admin. Unit's Signature _____ Date _____

NOTE: The completed form is to be submitted to Human Resources

INSTRUCTIONS FOR COMPLETING RECLASSIFICATION FORM

This form is intended to be used in cases where an employee has had changes made to his or her duties and the job description has been revised. Once finalized and approved, the revised job description will be evaluated by Human Resources or an evaluation committee and the results communicated to the Department in accordance with the provisions of the Salary Administration policy. Further information concerning this process can be obtained from Human Resources at (506) 453-4648.

EMPLOYEE'S SECTION:

1. Please ensure that your section is completed and a job description attached. In this separate sheet you may wish to describe which new responsibilities you now have, those responsibilities which have increased significantly since the last job description and specify those duties which have been decreased or eliminated since the last job description. You should also review the other sections of the job description with your supervisor to see if other changes should be made.
2. Forward the form to your supervisor for their completion.

SUPERVISOR'S SECTION:

1. In some units this may be the Department Head/Manager or the Dean/Director. If so, leave this section blank and complete the appropriate section.
2. Please review the job description. **If necessary**, suggest revisions and return to the employee.
3. Forward the forms to the Department Head/Manager for their completion.

DEPT. HEAD/MANAGER'S SECTION:

1. In some units this may be the Dean/Director. If so, leave this section blank and complete the appropriate section. **If necessary**, use a separate sheet.
2. Please review the job description. **If necessary**, suggest revisions and return to the employee.
3. Forward the forms to the Dean/Director for their completion.

DEAN/DIRECTOR'S SECTION:

1. Please review the job description. **If necessary**, suggest revisions and return to the employee.
2. Forward the form and attachment to Human Resources.

NOTE: It is important to note that an employee's duties are assigned by the University and, as such, the job description to be prepared for this position must be approved by all concerned. If a dispute arises concerning the description of the assigned duties Human Resources is available to assist in resolving the concerns.