

NON-MANAGEMENT POSITION CLASSIFICATION APPEAL

PLEASE NOTE: *An employee can appeal a classification within 15 working days after receiving written notification of the outcome of the departmental review. The employee's qualifications, the volume of work, the effective date of the classification or the pay grade assigned to the job code are not valid grounds for an appeal. The appeal request must be based on the classification requested by the employee at the time the job description or functional profile was submitted to Human Resources.*

- In the case where the duties of the appellant are similar to a benchmark, the focus of the presentation is to identify noticeable differences from what is described in the benchmark that would support the classification level requested.*

Employee Name: _____ **Position No.:** _____

Working Title: _____ **Business Phone:** _____

Ministry: _____ **Division:** _____

Mailing Address: _____

E-Mail: _____

Bargaining Unit: _____ **Excluded:** _____ **Opted Out:** _____

Current Classification:

Class No.: _____

Classification: _____

PREP Ratings:

Knowledge: rating _____ points _____

Creativity/PS: rating _____ points _____

Responsibility: rating _____ points _____

Total Points: _____

Requested Classification:

Class No.: _____

Classification: _____

PREP Ratings:

Knowledge: rating _____ points _____

Creativity/PS: rating _____ points _____

Responsibility: rating _____ points _____

Total Points: _____

Date Original Classification Decision Received: _____

Date Written Classification Decision Received From Departmental Review: _____

(First step of appeal process)

I appeal the classification of this position because I consider its duties and responsibilities are best described by the classification requested above.

Signature: _____

Date: _____

SEND COMPLETED FORM TO: Classification Appeal Board
 6th Floor, Peace Hills Trust Tower
 10011 - 109 Street
 EDMONTON, Alberta T5J 3S8
 Fax No. 780-427-5131