



ARE YOU THINKING OF A RECLASSIFICATION?

Step 1: Contact the union office @ 604.530.6185 or cupe403@telus.net.

Step 2: Review the *reclassification process flow chart* (page 2).

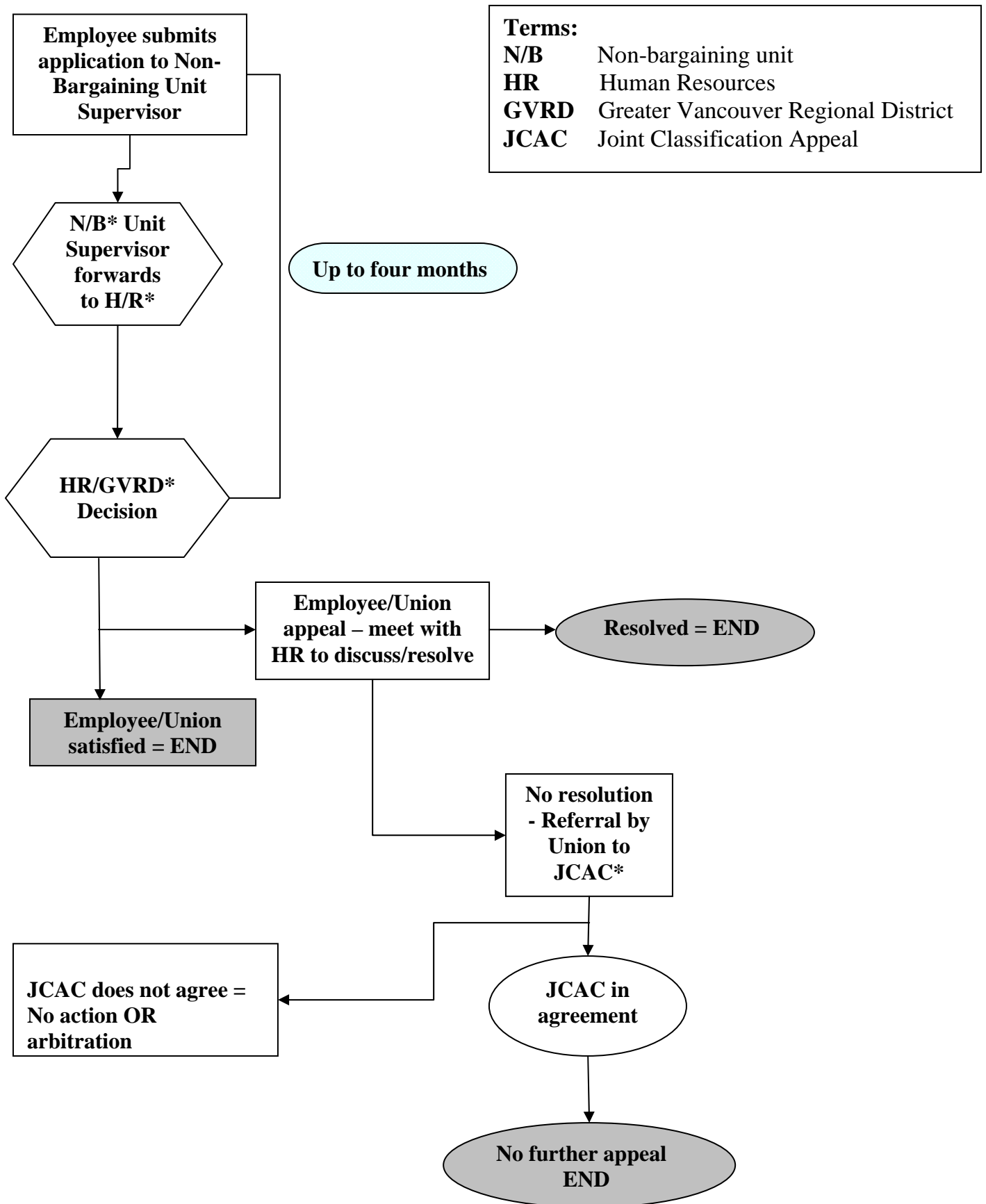
Step 3: When filling out the reclassification form, use *reclassification information* (page 3) and the *action word sheet* (page 4) to help.

Step 4: Follow the flow chart.

DID YOU KNOW??? PLEASE READ BELOW...IT IS IMPORTANT.

- 1) Retroactive pay in a successful reclassification is backdated to the day you submitted your application to your supervisor.
- 2) If reclassified upwards, the incumbent shall be placed on the lowest step of the new pay range which exceeds the incumbent's previous rate of pay.
- 3) Unless you notify your local, the Union is unaware of your reclassification until notified by Human Resources.
- 4) The additional information you supply could help update your existing class specification **with no change in pay**.
- 5) Your title and class specification could change **with no change in pay**.
- 6) If reclassified downwards, the incumbent shall suffer no reduction in their rate of pay.

RECLASSIFICATION PROCESS FLOWCHART



RE-CLASSIFICATION INFORMATION

- 1) What is different between your current duties and the job classification?
- 2) How much responsibility does your job entail (level of independence)?
- 3) Accountability (to what degree?)
- 4) Education (list of qualifications)
- 5) Financial component (budget, purchasing authority, etc.)
- 6) Supervisory (level of independence)
- 7) Chain of command – workflow chart (if applicable)

What are the typical major responsibilities of your position? Consider the variety of tasks you normally perform, and list your major job duties and responsibilities. Here are some key action words that may assist you to describe your responsibilities:

ACQUIRE	CONTROL	FILE	OPERATE	SCHEDULE
ADMINISTER	COUNSEL	HIRE	ORDER	SCREEN
ADVISE	DELIVER	IMPLEMENT	ORGANIZE	SEARCH
ANALYZE	DESIGN	INFORM	PERFORM	SELL
ANSWER	DEVELOP	INITIATE	PLAN	SUPERVISE
APPROVE	DIRECT	INSPECT	PREPARE	TEACH
ASSESS	DISSEMINATE	INSTRUCT	PROCESS	TEST
ASSIGN	DISTRIBUTE	INTERPRET	PROGRAM	TRAIN
CALCULATE	EDIT	INTERVIEW	PURCHASE	TYPE
CHECK	ENSURE	MAINTAIN	RECOMMEND	VISIT
COACH	ENTER	MAKE	RECRUIT	WORD PROCESS
COMPILE	ESTABLISH	MANAGE	REPAIR	WRITE
COMPOSE	ESTIMATE	MEDIATE	REPRESENT	
CONDUCT	EVALUATE	NEGOTIATE	RESEARCH	
CONSULT	EXTRACT	NOTIFY	REVIEW	

Try to start each line with an action word, and imagine that you are describing your work to someone who is unfamiliar with it (eg. schedule meetings as required or directed, control budget costs, design a course).

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