Please follow these steps for classification and reclassification review of a position:

1. Complete the **Request for Position Review** form below. Print, collect signatures, and scan request for electronic package submission. **Save as a PDF.**
2. Complete a **Department Organizational Chart**, including the position in review. **Save as a PDF** for electronic package submission.
3. Complete the **Position Description Questionnaire (PDQ)**. Signatures are not required until after the JJEC committee has ruled on the position review. **Save in the native MS Word file format** for electronic package submission. Please do not add digital signatures, do not save as a PDF.
4. Email all 3 files to [classifications@rrc.ca](mailto:classifications@rrc.ca). **Please do not send the hardcopies to HR**, retain these documents until you receive confirmation the review has been completed and final signatures are required.

Your Human Resource Consultant (HRC) will contact you if any additional information is required. The Joint Job Evaluation Committee (JJEC) will contact you regarding a panel review meeting for the supervisor/manager to attend.

|  |  |  |
| --- | --- | --- |
| Request originated by:  Management  Employee | | |
| Name: | Check if vacant | Immediate Supervisor: |
| Existing Position Title: | | Position ID # (Required for existing positions): |
| Proposed Position Title (if change requested or for non-existing positions): | | |
| Department / Area: | | |

|  |
| --- |
| Background for Request (include changes in responsibilities; a new position, etc.): |
|  |

|  |  |
| --- | --- |
| Employee Comments |  |
| Supervisor/Manager Comment |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature |  | Date |  |
| Supervisor/Manager Signature |  | Date |  |
| Dean/Director Signature |  | Date |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FOR HR & JJEC USE ONLY:** | | | | | | | | | |  | Date stamp, received in HR |
| Admin saves electronic package to JJEC network folder, print and date stamps request form, provides request form and position folder to HRC | | | | | | Initials | Date | | |  |  |
| HRC reviews package and provides package to JJEC chairperson | | | | | | Initials | Date | | |  |
| JJEC Review  Date | | | | | | Changes  Effective Date | | | |  |
| Committee Review Notifications Completed by JJEC chairperson to: | | | | | | | | | |  |
|  | HRC |  | Manager |  | Employee (if required) | | |  | HRSA (if required) |  |