

Request for Position Title Change Form

Check box if result of JJEC

Incumbent Name:		
Department / Area:		
Immediate Supervisor:		
Current Position Title:		
Proposed Position Title*:		
Position Number(s):		
Background for Request: Please summarize the reason for your position title change request		

***Management Naming Convention:** If the position supervises or manages **PEOPLE**, the title should be Supervisor/Manager, Area (i.e., Manager, Campus Living and Well-Being). If the position supervises or manages a **FUNCTION**, the title should be Function Supervisor/Manager (i.e. Project Manager)

Will the proposed position title change have an impact on position titles listed in the Collective Agreement in Memorandum of Agreement #9 (Re: Market Supplement), as well as Salary Schedules "A" through "F"?

YES NO

Employee's Signature

Date

Manager's Signature

Date

Human Resource Consultant's Signature

Date

<p>For HR use only:</p> <p>Effective Date: _____</p> <p>Provide form to Administrative Assistant, Human Resource Services to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Change position title in Master Classification log <input type="checkbox"/> Change position title in electronic JOB DESCRIPTION folder on the new shared drive <input type="checkbox"/> Email position title change to the Human Resource Systems Administrator (HRSA), Manager and employee (as per signatures), and appropriate Administrative Assistant to the Vice President (to reflect change in org chart), copying all Human Resource Consultants and the Manager, Human Resource Services <input type="checkbox"/> File copy of above email into employee's electronic employee file <input type="checkbox"/> Administrative Assistant, Human Resource Services initials _____
