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Date Received by
Board

CLASSIFICATION APPEAL BOARD

P. O. Box 8700, 50 Mundy Pond Road
St. John's, NL A1B 4J6
(709) 729-2658 (phone) (709)729-6234 (Fax)

Request for Classification Appeal

PART I CONTACT INFORMATION (PLEASE PRINT)		
Name:		
Business Address:	Business Tel. No:	Location of Work:
		Email:
Home Address:	Home Tel. No.	Official Title of Your Position
Name of Employer/Department		
Name of Immediate Supervisor		Business Tel. No:
PART 2 ABOUT YOUR APPEAL (PLEASE PRINT)		
Date employee notified of decision		
Is this appeal from an occupational review? Yes _____ No _____	Present Classification (ie. GS22, HS22, etc)	Unionized Employee Yes ___ No ___ What Union? _____
List the reasons why you feel the present classification is incorrect and the classification you feel is more appropriate:		
DATE:		SIGNATURE:

Powers and Limitations of the Board

The Classification Appeal Board is **empowered** to make the following kinds of decisions based on an assessment of the duties and responsibilities assigned:

1. To place the appellant's position at a more appropriate level in a series, e.g. Clerk I to Clerk II; Storekeeper I to Storekeeper II.
2. To place the appellant's position in a different class or series with a more appropriate classification, e.g. Clerk I to Clerk Typist I.

The Classification Appeal Board is **not empowered** to consider an appeal:

1. For the creation of a new classification or changes to existing classifications, e.g. make any changes(s) to the established listing of bargaining unit classifications including class title and/or pay range level.
2. For assignment of a position to a classification outside their existing collective agreement, e.g. Clerk I, HS 11 to Clerk 1, GS 11.
3. For assignment of a classification to the management pay plan, e.g. GS to HL
4. For a higher pay range level to be assigned to a class, e.g. GS 15 to GS 17.
5. For changes to the effective dates of retroactive pay for reclassifications.
6. For assignment to a classification where necessary special qualifications/certifications are a requirement, e.g. Laboratory Technician to Laboratory Technologist or Engineering Technician to Engineer.
7. For placement of a position at a higher step in the pay level assigned, e.g. a move from Step II to Step III on the scale.
8. From the permanent incumbent of the position who was not occupying the position at the time of the classification review, e. g. An employee who was temporarily assigned, seconded or otherwise assigned elsewhere.

I have read and understood the Powers and Limitations of the Board.

Please sign below

DATE:	SIGNATURE:
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