

HR24 RECOMMENDATION FOR RECLASSIFICATION: PROFESSIONAL STAFF



THE UNIVERSITY OF
NEW SOUTH WALES

To be returned to your Human Resources Consultant: www.hr.unsw.edu.au

A. Details

Employee's Name: _____	Staff Number: _____
Current Level: _____	Current Step: _____
HoS/Supervisor's: _____	Dean/Divisional Head: _____

B. Recommendation

<input type="checkbox"/>	Position be reclassified to a single level position	Level _____
<input type="checkbox"/>	Position be reclassified to a broadbanded position	Levels _____
Approved effective date for reclassification		____ / ____ / ____

C. Reasons For Above Recommendation

(attach additional pages if necessary)

- ◆
- ◆
- ◆

An appropriate position description must be submitted to support reclassification recommendations. Reclassification requires the approval of the Director Human Resources.

D. Approval

HoS/Supervisor's Signature: _____	Date _____
Recommendation Approved / Not Approved by Dean/Divisional Head (<i>delete as appropriate</i>)	
Dean/Divisional Head Signature: _____	Date _____
I am aware of the above recommendation:	
Employee's Signature: _____	Date _____

Further information on broadbanding and reclassification, may be found at
<http://www.hr.unsw.edu.au/employee/gen/bbpolicy.html>

Human Resources Use Only