HR24
RECOMMENDATION FOR RECLASSIFICATION: PROFESSIONAL STAFF

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

☐ Position be reclassified to a single level position

Level ___________________________

☐ 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 (delete as appropriate)

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