



## BCIT/BCGEU Support Staff

### Reclassification Procedure for Employees & Managers

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1. Refer to page one of the flowchart, titled "Support Staff Request for Reclassification – Article 27".
  2. Follow the steps in the [flowchart](#).
  3. Access the BCIT/BCGEU support staff Job Questionnaire and the Job Description template on BCIT's website at <http://www.bcit.ca/hr/resources/forms.shtml#jobeval>
  4. Completed and **signed** documents to be submitted electronically to [BCIT\\_JJEC@bcit.ca](mailto:BCIT_JJEC@bcit.ca)
    - *Note: The date the completed and signed documents are submitted becomes the date of the reclassification request.*
  5. The employee and manager will be contacted within two weeks of submitting the completed reclassification request to set up a time to meet with and be interviewed by the Joint Job Evaluation Committee. The meeting/interview will take approximately one hour.
  6. Please refer to page 4 of the flowchart for details on the interview and decision process.
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