

Instructions: Excluded managers and bargaining unit supervisors complete and submit this form. Prepare *individual* requests for positions covered by *different* job descriptions. Multiple positions covered by a *single* description can be covered by one request. *Please note that fields marked with an asterisk (\*) are required to process requests quickly and efficiently.*

<b>*Title of Position Under Review</b>	<b>*Ministry</b>
Click here to enter text.	Click here to enter text.
<b>*Division</b>	<b>*Branch</b>
Click here to enter text.	Click here to enter text.
<b>*Position Number(s) (Existing Position)</b>	<b>*Email of Requesting Manager</b>
Click here to enter text.	Click here to enter text.
<b>*New Position(s)</b>	<b>*Request for Reason</b>
Playlist Number <input type="text"/> <input type="checkbox"/> Full Time # of Positions <input type="text"/> <input type="checkbox"/> Part Time Supervisor # <input type="text"/>	<input type="checkbox"/> For Staffing <input type="checkbox"/> Review of Encumbered Position Please note: you must have <a href="#">Deputy Minister approval</a> prior to submitting a request for review of an encumbered position if you are anticipating an upward reclassification
<b>Current Classification (if position exists)</b>	<b>Anticipated Classification Outcome</b>
Click here to enter text.	Click here to enter text.
<b>*Indicate the Bargaining Unit(s) for the topic position</b>	<b>Are you also sending in classification requests for other positions</b>
<input type="checkbox"/> BCGEU <input type="checkbox"/> NURSE <input type="checkbox"/> PEA (Licensed Science Officer) <input type="checkbox"/> PEA (Other)	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe: Click here to enter text.
<b>*Attachments</b>	<b>Additional Comments</b>
<i>Mandatory</i> <ol style="list-style-type: none"> <li>Job Description</li> <li>Organization Chart (Organization Charts must include position numbers, classifications, as well as the position(s) under review.)</li> </ol> <i>Optional</i> <ol style="list-style-type: none"> <li>Backgrounders or context information about the position, program or project.</li> </ol>	Click here to enter text.