

Human Resources

Request for Review of Reclassification Determination (General Staff)

Forms and Guidelines for Reclassification are available at <http://hr.curtin.edu.au/forms.cfm>

The purpose of this form is to provide a mechanism for staff to request a review of their reclassification determination.

Requests for Review of a Reclassification Determination should be submitted to the relevant Recruitment Advisor in Human Resources and must be received by Human Resources **within 4 weeks** of receipt of the initial reclassification determination advice.

POSITION DETAILS	
Position Title:	Position Number:
School/Dept:	Faculty/Area:
Classification level sought (HEW Level):	
DATE OF APPLICATION AND NOTIFICATION OF OUTCOME	
Date of initial Request for Reclassification:	
Date notified of reclassification request outcome:	
Reclassification determination (HEW Level):	
RATIONALE FOR REVIEW	
<p>Please outline why you believe a review of the reclassification determination is necessary. This should include aspects of your initial <i>Application for Position Reclassification</i> which you believe have not been adequately taken into consideration as well as address anything you believe is inaccurate in the rationale provided to you in the reclassification determination advice.</p> <p>(Please ensure that the rationale provided is in relation to the requirements of the position and not the skills and abilities which you, the occupant, additionally bring to the position.)</p>	

OCCUPANT DETAILS

I certify that the information provided in this form is an accurate reflection of the position which I occupy:

Staff member Name: _____ staff ID: _____

Signature: _____ Date: _____
(staff member occupying position)

HUMAN RESOURCES USE ONLY

Rationale in this request provides justification for review: YES NO

Review Recommended/Not Recommended:

Director, Human Resources (or nominee) _____ Date: _____
(Signature)