

Referral Form - National Job Evaluation Committee

Employee Name(s):

Location(s):

Component(s) (English Services/French Services)/Department(s):

Manager Name(s):

1. Current job classification:

2. Proposed job classification:

3. Explain the changes to your position's core duties that justify the reclassification of the position. When did these changes take place? Please provide any supporting documentation including:

- (i) a description of key tasks assigned and performed on a regular basis,
- (ii) corresponding key tasks from the official CMG job description of the classification sought, and
- (iii) specific examples of work completed at the higher classification.

4. What steps have been taken at a local level (with local management / HR / CMG) to discuss the job classification?

Please include:

- (i) the date the issue was first raised with Management, HR or the Union;
- (ii) the person(s) who have been involved in discussions;
- (iii) the factors that prevented a resolution of the issue at the local level; and
- (iv) all relevant documentation.