

Provide relevant information to support the application for reclassification.

Note: For the reclassification to be considered, a copy of the current position description and a draft (proposed) position description, that accurately describes the duties, tasks, scope and complexity of the position must be submitted for assessment. Applicants may contact their HR Advisor for reclassification advice.

-

On completion, please forward the form to the Head of School/Branch/Faculty Executive Manager/Director

-

-

Remuneration and Benefits Handbook	Supervisor Initiated Application for Reclassification Template SIR001	Effective Date:		Version 1.0
Authorised by	Chief Operating Officer	Review Date:		Page 2 of 3
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

