

**NON-MANAGEMENT POSITION CLASSIFICATION APPEAL**

**Employee Name:** \_\_\_\_\_

**Position No.:** \_\_\_\_\_

**Ministry:** \_\_\_\_\_

Date Original Classification Decision Sent to Employee: \_\_\_\_\_

Date Written Notice From Departmental Review Sent to Employee: \_\_\_\_\_  
(First step of appeal process)

**Ministry's Classification Decision:**

Class No.: \_\_\_\_\_

Classification: \_\_\_\_\_

PREP Ratings:

Knowledge: rating \_\_\_\_\_ points \_\_\_\_\_

Creativity/PS: rating \_\_\_\_\_ points \_\_\_\_\_

Responsibility: rating \_\_\_\_\_ points \_\_\_\_\_

Total Points: \_\_\_\_\_

**Classification Requested by Employee:**

Class No.: \_\_\_\_\_

Classification: \_\_\_\_\_

This classification was requested

- \_\_\_ on job description
- \_\_\_ step 1 of appeal process
- \_\_\_ other

PREP Ratings:

Knowledge: rating \_\_\_\_\_ points \_\_\_\_\_

Creativity/PS: rating \_\_\_\_\_ points \_\_\_\_\_

Responsibility: rating \_\_\_\_\_ points \_\_\_\_\_

Total Points: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Authorized Ministry Human Resource Officer)

Name: \_\_\_\_\_

**UPON COMPLETION FORWARD THIS DOCUMENT ALONG WITH THE  
CURRENT AND PREVIOUS POSITION DESCRIPTIONS/FUNCTIONAL PROFILES DIRECTLY TO:**

**Classification Appeal Board  
6th Floor, Peace Hills Trust Tower  
10011 - 109 Street  
EDMONTON, Alberta T5J 3S8  
Fax: 780-427-5131**