HR87 – Position Reclassification Case Files

These records relate to the re-evaluation and reclassification of existing staff positions.

*This records class is a Personal Information Bank.*

**Content & Scope**
Existing positions are re-evaluated where the duties and/or responsibilities have significantly changed. The re-evaluation may result in a reclassification of the position.

The records include copies of requests for re-evaluation, copies of job descriptions and revised descriptions, supporting documentation, decisions, and related correspondence.

**Related Records**
Position reclassifications are also reflected in the data maintained in the human resources system. See HR05: Human Resources Management System

**Responsible Unit**
Human Resources

**Information Steward**
Associate Provost, Human Resources

**Privacy Classification**
Confidential

**Retention**
10 years after the resolution of the case

**Disposition**
Secure Destruction

**Authority**
University of Waterloo Act, 1972; UW Policy 5: Salary Administration, University Support Staff

**Retention Rationale**
The retention period is based on operational use.

**Approval Date(s)**
October 26, 2011