HR87 – Position Reclassification Case Files

Records of 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 management system. See _HR05 – Human Resources Management System._

**Responsible Unit**
Human Resources

**Information Steward**
Associate Provost, Human Resources

**Information Confidentiality Classification**
Restricted.

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

**Disposition**
Secure Destruction

**Authority**
- _University of Waterloo Act, 1972._
- _Policy 5 – Salary Administration, University Support Staff_

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

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