



Internal memo

HR Operations
Human Resources Division
Eval 09\

To

Sender Position Title
Chair Classification Committee
Human Resources Division

Date 14 December 2009

Re **Reclassification –**

I refer to the above mentioned position description submitted to Human Resources Division for evaluation.

The position has been evaluated in accordance with the Professional Staff Classification Descriptors. The position has been evaluated and is consistent with HEW . position is currently graded at HEW . Accordingly, Human Resources Division recommends a reclassification to HEW .

<ENTER HEW LEVEL>

Please advise your HR Officer in writing to take appropriate salary action. No salary action will be taken until formal authorisation is provided, stating the effective date, classification level and step. Please note that all salary action is effective from the date of the evaluation (date of this memo). If an earlier date is to be applied, reasons for that decision must be provided. No reclassification action can be backdated beyond 3 months of the classification date.

Before this recommendation is acted upon, it is important that the outcome of the evaluation is communicated to the staff member concerned.

If you wish to discuss this matter further, please do not hesitate to contact me on extension .

Yours sincerely

Position Title