BROADBANDING REQUEST FORM

This form is to be used by a supervisor when preparing a recommendation to broadband a currently filled professional staff position. This form must be accompanied by any relevant supporting documentation as indicated.

Complete and forward a scanned copy of the form and attachments to the Human Resources Service Centre for processing.

STAFF MEMBER DETAILS

Staff ID:..... School/Branch: .....Work phone:.....

Title: ..... Family name:.....Given names (in full): .....

POSITION DETAILS

Position Title: ..... Position Number: .....

CLASSIFICATION

Recommend Broadbanding across the classification Levels: HEO .....and HEO.....

Current Classification Level/Incremental HEO Level …….Step .....

Funding for Broadbanding is available in the existing budget: ☐ Yes ☐ No

Documents attached:

☐ Two position descriptions (one for each classification level) in line with the Professional Classification Standards (EA Schedule 7).

☐ Supporting documentation for justification for broadbanding

POSITION DESCRIPTION REVIEW

New position has been classified by HR Advisor: ☐ Yes ☐ No

RECOMMENDATION

Supervisor *(To recommend approval of the application)*

Name (please print): .....Signature: .....Date:.....

Head of School/Branch Head (For support of application & recommend approval)

Name *(please print)*:..... Signature: .....Date: .....

Recommended ☐ **Not Recommended** ☐

If not recommended state reason.....

……

……

AUTHORISATION

Executive Dean/Corporate Manager/Divisional Head/Pro Vice-Chancellor

☐ **Approved** ☒ **Not approved**

If not approved state reason

.....

Name: .....Signature:.....

Date:……