

# Management Classification Review Procedures

## 2.0 JOB EVALUATION

### 2.1 POLICY STATEMENT

The Hay Guide Chart Profile Method of Job Evaluation was adopted effective October 1, 1987 to rate all management jobs for those employers as listed in Schedule 1.

### 2.2 ADMINISTRATION

#### 2.2.1 CLASSIFICATION REVIEW PROCEDURES

- (1) Positions eligible to be rated by the Hay Method must meet the following criteria;
  - (a) An existing position that has been formally classified and is assigned to a management pay plan; or
  - (b) new or not formally classified positions must be excluded from the bargaining unit (a copy of the certification order or a letter signed by the Chief Executive Officer of an Agency or Health Care Organization indicating that the position is not included in the bargaining unit and the current incumbent is not paying union dues is required).
- (2) If an employee or the employer considers that the duties and responsibilities assigned to a position have changed since a previous review was conducted, a review may be initiated.
- (3) Employees requesting a review shall first submit their request, which includes a revised position description form and a covering letter detailing the reason(s) for the request and how the position has changed, to their employer who in turn shall notify the employee, in writing, whether or not the documentation submitted is accurate and the change(s) described in the duties and responsibilities warrant a classification review. If accepted, a review shall be conducted by the employer. If not accepted, the employee may, in writing, request that the Classification and Pay Division, Treasury Board Secretariat, conduct a review. However, during the review process the views of the employer shall be requested.
- (4) An employee who is not satisfied with the decision of the Classification and Pay Division shall have the right to submit a request in writing, stating the specific grounds for the request, to the Chairperson of the Management Classification Review Committee, within fourteen (14) calendar days of receipt of the written notification of the classification review decision.
- (5) An employee may withdraw a request to the Review Committee by submitting written notice to the Chairperson.
- (6) If the employee leaves the organization, no further action will be taken on the review.

- (7) If the employer determines that a position meets the requirement for review or a new position is created, a classification review shall be conducted by the Employer who shall assign a rating and submit the following to the Classification and Pay Division:
- a) revised position description form;
  - b) an evaluation summary;
  - c) an organization chart; and
  - d) a covering letter detailing:
    - 1) reason(s) for the request;
    - 2) cause(s) for the change;
    - 3) how the position has changed;
    - 4) how the position has affected other positions(s); including bargaining unit position(s); and
    - 5) position(s) affected.
- (8) If in the opinion of the Classification and Pay Division, the change has caused another position(s) to be affected, the following will be applied:
- a) for Employer initiated requests, a revised position description(s) must be submitted for the affected position(s) in accordance with these procedures, for review in conjunction with the original request.
  - b) for an Employee initiated request the Classification and Pay Division will request the position description forms for position(s) affected.
- (9) The basis on which rating decisions are made for existing positions will be determined solely on changes in duties and responsibilities of the position that have occurred since the last classification review, rather than a complete reevaluation of the entire job.
- (10) The Classification and Pay Division will review all material submitted, along with information on file, to verify that all requirements are met. If these requirements are not met, the request will be returned without action. Once the requirements are met, a review of the position will be conducted.
- (11) If the Classification and Pay Division agrees with the Department's rating, the review will be finalized. If after consultation, the parties disagree, the review may be referred, by either party, to the Review Committee for resolution.
- (12) Once a position is referred to the Review Committee, a Rating Panel composed of at least three (3) members of the Review Committee shall be appointed by the Chair to conduct the review.
- (13) A meeting of the Review Committee shall convene quarterly to review and ratify all decisions of the Rating Panels. Any overturned decision will result in reimplementation.
- (14) Rating decisions will be appropriately documented and a written report filed with the Classification and Pay Division, Treasury Board Secretariat, who will notify the employee

and employer concerned and is sue the appropriate authorities, as required. All information used in determining the rating will be made available to the employee and employer, upon written, request.

- (15) The effective date of any change shall be the date the request for review was received in the Human Resources Section.
- (16) If the position is referred to the Rating Panel, an employee who appears before the panel may be granted time off with pay to attend the hearing and appropriate travel time. Remuneration for expenses shall be at the discretion of the employer.
- (17) For the purpose of these Procedures, employer is defined as Deputy Minister or equivalent, Auditor General, and Chief Executive Officer of a Board, Commission and Agency, Hospital or Nursing Home.