



CITY OF CORNER BROOK

Policy Statement

Index	Human Resources		Section	Positions		
Title	Position and (Re)Classificaton Policy		Policy Number	10-02-02	Authority	Council
Approval Date	09 Jul 97	Effective Date	09 Jul 97	Revision Date		21 Sep 05

Purpose:

To consider the relative ranking of non-union salaried positions for salary purposes by means of a systematic and detailed analysis of the position responsibilities. The ultimate objective of position evaluation and classification is to determine the relative value of positions to ensure that employees carrying out the responsibilities may be paid at rates consistent with the relationship indicated.

(Note: Non - Union salaried refers to positions on the Management/Non-union salary grid ranging from Management B (Assistant Directors and Fire Chief) to Technical/Clerical C (Administrative relief).

Policy Statement:

The objectives of this policy are to:

- clearly establish a procedure for the evaluation and classification of positions within the City of Corner Brook;
- establish a fair and consistent means of determining appropriate salary levels for positions within the City;
- establish a procedure for the reclassification of a position.

Reference:

Revised: (Sept 22, 2005)

CPS05-67 (Aug 29, 2005)

Approved: CC97-150 (July 09, 1997)

Revised: (Jan. 27, 1998)

CPS 97-37 (June 19, 1997)

Memo: Chow to CAO (July 7, 1997)

CPS 97-42 (Sept. 02, 1997)

Revised and Approved:

Regular Council Meeting, 21 September 2005

(Minute #05-149.1)

Detailed Action Required:

The general procedure for the reclassification / re-evaluation of positions within the current approved organizational structure for the City of Corner Brook will consist of the following steps:

Step 1: Any non-union salaried employee who feels that their job has changed and their salary does not adequately compensate for these changes can make a request to have their position re-evaluated. An employee is required to put his / her request in writing to the Chief Administrative Officer explaining the reason for the re-evaluation. In order to facilitate this process, the employee is required to fill out the following forms:

1. Request for Re-evaluation Form
2. Position Re-evaluation Questionnaire Form
3. Description of Duties and Responsibilities Form

Step 2: The Chief Administrative Officer will respond in writing to the request and notify the Reclassification / Re-evaluation Committee within ten working days of receiving the request.

Step 3: The Committee will gather all relevant information and meet with the employee and immediate supervisor. The Committee will then decide to either deny the request or recommend approval. If approval is recommended, a written report will be made to the Chief Administrative Officer.

Step 4: Upon providing the recommendation for approval, the Committee will meet with the Chief Administrative Officer to discuss the matter. The Chief Administrative Officer will then review the findings of the Committee and make a decision on whether to approve the recommendation or deny it.

Note: Although it is recognized that the reclassification process can be laborious and time-consuming depending on the complexities associated with the request, it is equally recognized that the waiting process can be stressful to the applicant. Therefore, reclassification requests should be dealt with in as expeditiously as is reasonably possible and the period of 90 days shall be set as the time frame to complete Steps 3 and 4. Should this time frame not be met through no fault of the employee, the employee will be presented with a written explanation for the delay. Any increase in benefits or upward adjustment in salary resulting from the request, will be made retroactive to the expiry of the 90 day period.

Step 5: Once a decision of approval or denial of the request is made, the Director of Corporate Services will meet with the employee to discuss the decision. If the employee is aggrieved by the decision, he/she will be advised of their right to appeal the decision (or the amount of the pay increase), directly to the Chief Administrative Officer.

Step 6: The employee would have up to 30 days to appeal the decision to the Chief Administrative Officer. The CAO will acknowledge receipt of the appeal within 10 days thereafter and reasonable timelines will be established for the Chief Administrative Officer to respond to the appeal. The time limits may be waived at the discretion of the CAO, however if waived, all parties will be notified of the delay.

RESPONSIBILITIES:

The Council will:

- a. review, amend, and adopt changes to the Reclassification / Re-evaluation Policy.
- b. approve or reject changes to the salary range section of the management/non-union salary grid
- c. approve or reject recommendations for the creation of new positions within the City's management/non-union structure

The Chief Administrative Officer will:

- a. receive requests for reclassification/re-evaluation and identify a Reclassification Committee as per this policy.
- b. meet with the Reclassification / Re-evaluation Committee to discuss recommendations made by the Committee
- c. make a decision on whether to approve or deny the recommendation of the Committee.
- d. meet with aggrieved employee as part of the appeal process.
- e. review and recommend changes to the Reclassification/Re-evaluation Policy;

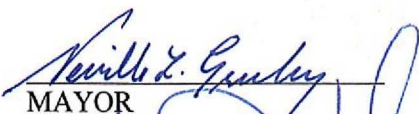
The Human Resources Officer will:

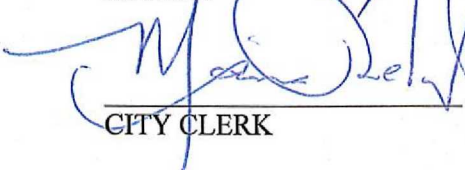
- a. develop and set in place procedures for carrying out the Reclassification and Re-evaluation Policy function(s);
- b. carry out compensation surveys and other research, as required, to ensure that the City of Corner Brook's compensation system is consistent with comparable organizations;
- c. assist employees in the development of accurate and up-to-date job descriptions;
- d. sit on the Re-classification/Re-evaluation Committee

The Reclassification/Re-evaluation Committee will:

- a. consider, review and research all available information with respect to the reclassification requests;
- b. make a decision on a reclassification request to either deny it or recommend it for approval. Present recommendations for approval to the Chief Administrative Officer for final consideration;
- c. be comprised of the following people:
 1. The Human Resources Officer
 2. Director of Corporate Services
 3. Either the Director of Operational Services or the Director of Community Services or Fire Chief

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.


MAYOR


CITY CLERK

