

## HUMAN RESOURCES

<b>Subject</b>	<b>RECLASSIFICATION – EMPLOYEE INITIATED (Support)</b> (formerly titled “4.14 Reclassification - Support Staff”)		
<b>Procedure Section</b>	<b>1 Classification and Reclassification</b>		
<b>No.</b>	1.01		
<b>Exempt Employment Policy References</b>	Not Applicable		
<b>Collective Agreement References</b>	Support	Article 18 (Job Evaluation) Article 19 (New Positions / Classifications) Article 20 (Reclassification)	
<b>Forms &amp; Other Reference Material</b>	Request for Classification Review Form		
<b>Status of Approval</b>	Approved	-2015	Margo Kendal

**PREAMBLE:**

Okanagan College maintains the right to classify or reclassify support staff positions. In keeping with the job evaluation system, classifications are based on the duties in the position; not the employee in the position. Employee qualifications, individual job performance, volume of work or assigned salary are not valid grounds for a classification review.

The College’s job evaluation system for support staff positions is based on a point factor rating system which has 10 compensable job factors with established weightings and point values. Human Resources reviews

## RECLASSIFICATION PROCEDURE - EMPLOYEE INITIATED REQUEST

1. An employee will first discuss any concerns regarding his/her classification with the immediate **supervisor**.
2. In support of a request for reclassification, the employee will submit to the appropriate **Dean or Director**:
  - A [Request for Classification Review Form](#) completed. On the form should be a statement of duties and responsibilities in order of priority, specifically describing those areas that differ from the existing job description.
  - A copy of the current job description (can be obtained from Human Resources)
3. The submission of the written statement of duties and responsibilities will be completed within 20 working days of the discussion between the employee and the immediate supervisor.
4. Within 20 working days of receipt of the written statement of duties and responsibilities the Dean or Director (or designate) will:
  - Make any proposed changes to the employee's job description determined appropriate by the Dean or Director,
  - Create an updated version of the job description to be implemented,
  - Seek approval from the appropriate Vice President,
  - Send the reclassification request to the Director, Human Resources or designate.
5. The Director, Human Resources or designate, will have a further 40 working days in which to investigate the matter, approve the job description, evaluate the job and give a decision on the reclassification request.
  - Human Resources will verbally advise the Dean or Director of the decision and the Dean or Director will verbally advise the employee.
  - Human Resources will confirm the decision in writing to the employee with a copy of a comparative job evaluation analysis, if available. A copy of the decision will be sent to the Dean or Director, Union, Budget Officer and Payroll.
6. The effective date of an approved reclassification if initiated by the employee will be determined by the date the reclassification request is received in the Human Resources Division.

## APPEAL PROCEDURE

7. If an employee disagrees with the reclassification decision, the employee will have the right to appeal to the Joint Job Evaluation Appeal Committee ('Committee') by submitting a completed [Classification Appeal Form](#) to Human Resources within 0 working days after receiving the written notification of the decision.
8. The Committee will be comprised of two members appointed by the Union and two members appointed by OC. The parties may also select one alternate each to act as Committee members, as and when required. The role of the Committee is to objectively and impartially consider the reclassification appeal in keeping with the job evaluation system.
9. A representative of the Human Resources and the affected employee, who may be accompanied by a representative of the Union, will have the right to appear in person before the Committee. The Committee will have the right to call any person(s) it deems necessary to provide information in order to arrive at a just decision.
10. If the Committee is unable to agree by majority decision on the reclassification, the Grievance Procedure under Article 74 may be invoked.