

JOB RECLASSIFICATION PROCESS

BEFORE commencing the job reclassification process, read Article 31 of our [Collective Agreement](#). Speak with your immediate Manager about your job duties and your interest in reclassifying your position. It is best if your Manager has knowledge of the reclassification request.

Step 1 – *Be Invested in your Job Description*

- 1) Review your current job description.
- 2) On a separate paper, write down the **actual** duties you perform.
- 3) Then compare your actual duties with those on your current JD and highlight the new/additional duties and discuss them with your Manager.
- 4) Once this is done, write a Brand New Job Description which reflects the actual scope, duties and responsibilities of your position and the date they commenced. (review suggested Job Description format – Appendix A below)

Step 2

- 1) Once you have created your new Job Description, you and your Manager should review it against the [classification benchmarks](#) used in the job evaluation process. (Article 31.05 and 31.06)
- 2) Then send the new job description with desired classification/pay grade to CUPE 2950 Job Evaluation Committee for review and feedback.
- 3) The JE Committee will review against the benchmarks and provide feedback on whether:
 - a. Your job description meets the criteria in the proposed new classification.
 - b. Perhaps suggest another job family that better aligns with your job description at the desired pay grade.
 - c. Provide suggestions on how your new job description can be augmented to better support the desired job family classification/pay grade.
- 4) Once you have reviewed the feedback from the CUPE 2950 Job Evaluation Committee and have incorporated any changes needed, ask the JE Committee to perform a final review before having the reclassification request submitted to HR Total Compensation.

Step 3

- 1) Once the new description is finalized, then complete Form A and submit the new job description and Form A to your Manager.
- 2) Your Manager will then review the new job description and, if in agreement, will complete Form B.
- 3) The forms can be found here:
 - a. [Form A](#)
 - b. [Form B](#)
- 4) You or your Manager may then submit the new job description and Forms A and B to HR Total Compensation for review and evaluation.
- 5) Once HR Total Compensation has reviewed and evaluated the reclassification request, they will communicate, via letter, their decision.

Step 4

Step 4 is dependent on the outcome of the HR Total Compensation decision.

- a. HR Total Compensation agrees with the reclassification and approves the new classification as of xx date. This is important as it will determine your back pay which is up to 21 months from the date the forms (A&B) were submitted (Article 31.09).
- b. HR Total Compensation does not approve the reclassification request and leaves the position at its current classification.

If HR Total Compensation decides on a) above, then all is well and congratulations.

If HR Total Compensation decides on b), then you, as the employee, have the right to appeal the decision (Article 31.08). If it comes to that, notify CUPE 2950 of your wish to appeal so that guidance may be provided on the appeal process.

APPENDIX A - SUGGESTED JOB DESCRIPTION FORMAT

Worker: Employee's Name

Desired Job Classification/Paygrade (i.e. Administrative Support xx (Gr xx))

Job Description Summary:

Provide a summation of the overall scope, duties and responsibilities of the position. Keep it to 1 or 2 short paragraphs. Refer to current Job Description in Workday for format/example

Organizational Status:

Who does the Employee report to. Provide their full name and title. Refer to current Job Description in Workday for format

Work Performed

It is in this section that you will put your new job description duties. It is recommended that you use the following format. **Below is just an example:**

Administration - 40%

List Administration duties

Finance – 40%

List Finance duties

Human Resources – 20 %

List HR duties

etc.

The remaining fields will be completed by the Manager.

If you, as the Employee, have any type of Supervisory responsibilities – i.e. work learn students, part-time employees, temp employees – **ENSURE** that this is reflected in the Supervision Given section.

Also, if you are required to use a language other than English at least 10% of the time in order to perform your duties (i.e. explain procedures/processes to other staff/employees), speak with your Manager to see if that requirement can be included in your job description.