

Policy History
Policy No. HR2
Approving Jurisdiction: President
Administrative Responsibility: Vice President Finance & Administration / AVP Human Resource Services
Effective Date: December 1987

Reclassification Requests / BCGEU Staff Policy

JOB RECLASSIFICATION

The President's Group will review all changes in job classification before any changes are implemented.

RECLASSIFICATION REQUESTS

Reclassification requests usually take the form of one of the following (per Article 30 of the B.C.G.E.U. Collective Agreement):

1. A request is received by a Supervisor from an employee requesting a reclassification because of changes in the employee's Job Description; or
2. A Supervisor requests a reclassification of a position due to changes in the Job Description.

PROCEDURE FOR PROCESSING RECLASSIFICATION REQUESTS

1. A Supervisor, either contemplating changes to a job description that may result in a reclassification or, receiving a request from an employee for a review of their job description and classification must forward the contemplated job changes or employee review request to Human Resource Services for classification review purposes.
2. Upon receipt of a classification review request, the Personnel Manager will contact the Supervisor to arrange to meet with the Supervisor and where appropriate, the employee.
3. The Personnel Manager will review the job changes and if appropriate, revise the job description.
4. When there are changes to the job description that results in a reclassification of the position, Human Resource Services will notify the appropriate Vice President or Dean who will arrange for the matter to be discussed by the President's Group.
5. The President's Group will consider the request and recommend one of the following:
 - a. that Human Resource Services proceed with processing the reclassification request; or

- b. that the Supervisor be advised to withdraw the additional duties that may result in a reclassification of the position and the incumbent receive substitution pay for the period of time they assumed these duties, if appropriate; or
- c. the Supervisor be advised that there is to be no change in the job duties as they result in a change of classification.