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## Classification Review & Appeal

Policy Number:	4114
Key Process Area:	Employee Engagement & Culture
Owner:	VP FA
Current Approved Date:	Sept 25, 2017

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### **POLICY STATEMENT**

New Brunswick Community College (NBCC) provides a Classification Review and Appeal process to employees who consider that the duties and responsibilities of their position is not correctly classified.

### **PURPOSE**

The purpose of the classification review process is to evaluate job functions and job size, and compare jobs to one another within a job classification system to properly place each job within that system. It also provides employees a process to appeal a decision of a classification review.

### **SCOPE AND LIMITATIONS**

This process applies to all NBCC positions and employees.

#### **1.0 DEFINITIONS**

Not applicable.

#### **2.0 IMPLEMENTATION**

##### **2.1 Classification Review**

A classification review may be requested by an employee or their supervisor who considers that the duties and responsibilities for the position have changed significantly. Such a request will only be considered if at least twelve (12) months have elapsed from the date of the last classification.

All new positions will be evaluated to properly place the position in the Plan of Establishment. A position will be considered “new” when management defines a completely new role, or when a substantial percentage of the job content of an existing role differs from previously classified positions.

The classification review process shall be concluded within 90 calendar days (unless extended by mutual agreement) from the employee’s submission of an accurate approved Position Description Questionnaire (PDQ) and a formal request for a review has been made to his/her supervisor or manager and Chair of the Classification Review Committee. The decision of the Classification Review Committee will be communicated in writing to the employee and supervisor by the Chair of the Committee.

The decision of the Classification Review Committee is effective on the date of the formal request for a classification review.

##### **2.1.1 Classification Review Committee**

The Chair decides if the Classification Review request requires a full Committee review and classification or if the position is similar to other benchmark positions already

classified. If the job is similar, the Chair has the authority to slot the position into the correct level and forward to the Vice President - Employee and Student Development for approval.

If required, the Classification Review Committee shall consist of:

- a) a Chairperson who is the Manager Compensation, Benefits and Wellbeing.
- b) two (2) other members appointed by the Vice President - Employee and Student Development.

**2.1.2 Classification Review Process (Existing Position)**

Roles and Responsibilities	
Employee	<ul style="list-style-type: none"> <li>• Completes a Position Description Questionnaire (PDQ) accurately describing the job content and highlighting areas of change.</li> <li>• Forwards to the Supervisor for agreement on the content.</li> </ul>
Supervisor or Manager	<ul style="list-style-type: none"> <li>• Reviews the PDQ, discusses with employee and makes any changes necessary to ensure information is accurate.</li> <li>• Once finalized, approves and forwards to the Chair of the Classification Review Committee.</li> </ul>
Chair of Classification Review Committee	<ul style="list-style-type: none"> <li>• Acknowledges receipt of the Request for a classification review and records date to begin the 90 days.</li> <li>• Conducts an initial review, researches similar documents and decides if the Committee needs to be convened.</li> <li>• If benchmark jobs exist, slots the role and sends recommendation to the VP Employee and Student Development for approval.</li> <li>• Communicates decision to the employee and supervisor.</li> <li>• If a full review is to be conducted, provides training on the classification methodology to Committee members.</li> <li>• In the case of a full review, gathers further information by interviewing the employee and supervisor independently.</li> <li>• Analyzes job content, applies the Classification methodology and makes a recommendation on points to be assigned. Forwards the documentation and recommendation to the Classification Review Committee.</li> <li>• Schedules a meeting of the Classification Review Committee.</li> <li>• Provides clarification to the Committee, records discussion and decisions.</li> <li>• Communicates all decisions of the Committee to the VP Employee and Student Development for approval and/or discussion with the President &amp; CEO.</li> <li>• Once approved, communicates decisions of the Committee to the employee and their Supervisor/Manager</li> </ul>

**2.1.3 Classification Review Process (New Position)**

Roles and Responsibilities	
Chair of Classification Review Committee	<ul style="list-style-type: none"> <li>Gathers information about the work group and new role from the Senior Executive of the area.</li> <li>Conducts research into comparable positions in the organization and identifies benchmark positions.</li> <li>Documents the key responsibilities of the position using PDQ or other template, the structure of the work group, education and experience required for the position.</li> <li>Applies the evaluation criteria and makes a recommendation to the VP Employee and Student Development on points and payband for the new position</li> <li>VP Employee and Student Development approves and forwards to President and CEO.</li> </ul>

**2.2 Appeal**

**2.2.1 Appeal Classification Review Decision**

All employees have the right to appeal the decision of the Classification Review Committee.

The classification appeal process is available to any employee:

- a) following a reply to their request from the Chair of the Classification Review Committee, or
- b) after waiting **over 90 working days** without an answer to their Request for Review.

Employees *cannot* appeal a Classification Review Committee decision unless:

- a) a minimum of 24 months has elapsed since the date of any previous appeal decision and
- b) the employee can demonstrate, in writing, substantial change in his/her duties and responsibilities since the last appeal request.

An Appeal must be presented in writing to the Chairperson of the Classification Appeal Board **within 15 working days** of notification of the decision of the Classification Review Committee or through exhaustion of the time limits to their Request for Review, as above. The employee is expected to be present to respond to questions concerning the information provided on job content and changes. The Chair of the Classification Review Committee will present the rationale for the decision of the Committee.

The decision of the appeal process is effective on the date of the formal request for a classification review.

### 2.2.2 Classification Review Appeal Process

The Classification Appeal process is available to any employee who disagrees with the decision of the Classification Review Committee or does not have a decision from the Classification Review Committee after waiting 90 working days.

Employees cannot appeal a Classification Review Committee decision unless:

- a) a minimum of 24 months has elapsed since the date of any previous appeal decision, or
- b) the employee can demonstrate, in writing, substantial change in his/her duties and responsibilities.

An Appeal must be presented in writing to the Chairperson of the Classification Appeal Board **within 15 working days** of notification of the decision of the Classification Review Committee or through exhaustion of the time limits to their Request for Review, as above. The employee is expected to be present to respond to questions concerning the information provided on job content and changes. The Chair of the Classification Review Committee will present the rationale for the decision of the Committee.

The decision of the Appeal process is effective on the date of the formal request for a classification review.

## 2.3 Membership of Classification Appeal Board

The Classification Appeal Board shall consist of:

- a) a Chairperson who is the VP Employee and Student Development
- b) two (2) other members appointed by the Chairperson

## 2.4 Appeal Board Guidelines

**2.4.1** The Appeal Board hears only information presented to the Classification Review Committee in its original review of the position.

**2.4.2** The Appeal Board may change the classification of a position only if it deems the present classification is incorrect for the following reasons:

- a) If duties assigned or performed by the employee, with the stated or implied approval of the supervisor, differ sufficiently from those on which the previous classification decision was based, so as to justify a different classification.
- b) If the job deviates significantly from the benchmarks or job specifications (assessed by benchmark comparisons, rationale and supporting documentation) or the usual application of the benchmarks.

## 2.5 Appeal Board Decisions

**2.5.1** Shall be unanimous and final and binding on both the employee and employer and given in writing to the employee with a rationale, within 25 working days of the appeal presentation.

**2.5.2** Shall not change the classification of a bargaining unit position so as to place it in the Management and Non-Union Pay Plan.

### **3.0 OTHER RELATED DOCUMENTS**

Request for Classification Review (4114.5161)  
Position Description Questionnaire (4114.5159)