



ADMINISTRATIVE PROCEDURES C-HR04-P2

Position Classification (Union)

APPROVALS:

Related Policy:	C-HR04	CAO	_____
Prepared By:	Human Resources	General Manager	_____
Effective Date:		Manager	_____
Previous Revision Date:	Feb. 25, 2003 (HR 006)	LAS Review Date:	March 7, 2016
		Function:	Personnel

PURPOSE

To develop a formal process for Parkland County union employees to request a position classification review under the collective agreement.

DEFINITIONS

The following definitions and interpretations apply in these procedures:

1. "Position classification" means the analysis and identification of a position and placing it in a class under the position classification, and to ensure equal pay for substantially equal work.
2. "Collective agreement" means a mutually accepted written agreement between Parkland County and a trade union.
3. "Union employees" means Parkland County employees that belong to a trade union.

ACTION STEPS

1. Union employees may request a review of their position classification in accordance with the terms of the collective agreement. An employee shall write a request for reclassification, setting out the rationale why the current position classification be reviewed and identify the classification the position fits within, or request a new classification be considered.
2. All such written requests must be forwarded to Human Resources (with a copy to the employee's Supervisor) who, along with the employee's General Manager/Chief Financial Officer (CFO) and Manager, will act as a committee to review the request.
3. The Human Resources Coordinator will chair the committee, as a non-voting, advisory member of the committee.
4. The Committee may request a meeting with the employee and their direct Supervisor to provide information and/or clarification in support of the request.
5. The Committee shall review the request within thirty (30) days of receipt and submit a written recommendation to the Chief Administrative Officer (CAO) along with a copy of the letter of request. The

Committee's written recommendation shall set out reasons for support, rejection or another alternative to the request.

6. The effective date for a reclassification will be the recommendation date from the Human Resources Coordinator (or agreed upon date with the Division General Manager/CFO).
7. The CAO shall review the employee request and committee recommendation and render a written decision (with copies to the employee and employee's trade union).
8. The decision of the CAO shall be final with no avenue of appeal.
9. Significant changes to position classifications should be approved in the annual operating budget whenever possible.

RESPONSIBILITY

Human Resources is responsible to monitor, review, and recommend changes to these procedures.