



Department <b>Human Resources</b>	Policy No. <b>HR 006</b>	Page <b>1 of 1</b>
Policy Title <b>POSITION CLASSIFICATION (UNION)</b>		

Council Resolution No. 110-03    Date: February 25, 2003	GM	CC	Cross Reference	Effective February 25, 2003
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**PURPOSE**

The purpose of this policy is to develop a formal procedure for Parkland County union employees when requesting that their position classification be reviewed under the collective agreement.

**POLICY**

Union employees may request a review of their position classification in accordance with the terms of the collective agreement. It is understood that the intent of this policy is that, in all instances, the position is evaluated, and not the employee.

**PROCEDURES**

1. An employee wishing to have their position classification reviewed shall submit a written request for reclassification, setting out the rational why the current position classification be reviewed, identify the classification the position should possess, or request a new classification be considered.
2. All such written requests must be forwarded to Human Resources (with a copy to their supervisor) who, along with the employee's General Manager and Manager, will act as a committee to review the request. The Human Resources Coordinator will chair the committee, as a non-voting, advisory member of the committee. A copy of the employee's request will be forwarded to their union/association.
3. The Committee may request a meeting with the employee and their immediate supervisor to provide information and/or clarification in support of the request.
4. The Committee shall review the request within thirty (30) days of receipt and submit a written recommendation to the County Commissioner (with copies to the employee and their union/association), 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.
5. The effective date for a re-classification will be the date the complete request is received by Human Resources. A request is considered complete when the Chair of the committee does not request the collection of further information from the applicant and acknowledges in writing that the application is complete.
6. The County Commissioner shall review the employee request and committee recommendation and render a written decision (with copies to the employee's union/association).
7. The decision of the County Commissioner shall be final with no avenue of appeal.