

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Corporate Services	Policy No.	24
Section:	Human Resources	Issued:	
Subject:	OUT OF SCOPE EMPLOYEES JOB REVIEW POLICY	Effective:	Upon approval of City Council
Council Resolution # and Date:	Council Resolution No. 811 of October 15, 2008	Page:	1 of 5
		Replaces:	
Issued by:	Chris Cvik, Director of Corporate Services	Dated:	
Approved by:	Chris Cvik, Director of Corporate Services		

1 POLICY

- 1.01 That Administration follows a fair and consistent process of reconsiderations for out of scope employees who believe their job classification is not fairly rated.

2 PURPOSE

- 2.01 The purpose of the Job Review Policy is to establish clear guidelines on how to determine the appropriate job classification when:

1) A new out of scope job is created that does not currently exist at the City of Prince Albert.

2) A significant change occurs in the duties or responsibilities of an out of scope job.

3 SCOPE

- 3.01 All Out of Scope employees, with the exception of the City Manager, Police, and Fire.

4 RESPONSIBILITY

- 4.01 The Human Resources Department is responsible for ensuring compliance with the Policy.

5 DEFINITIONS

- 5.01 "Out-of-Scope" means a non-union employee who is not covered through a collective agreement.
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5.02 “Job Review Grading Committee” is the committee that will evaluate all out-of-scope positions covered under this plan. The Committee will be comprised of the Director of Corporate Services and Human Resources Staff. If necessary, a person from the department of the position being reviewed may be brought in to provide assistance provided it is not the person whose position is being reviewed.

5.03 “Job Review Appeal Committee” is the committee that will group that will hear the appeal requests by an employee whose job has been rated by the Job Review Grading Committee. The Committee will be comprised of the City Manager, Director of Financial Services, and the Director of Corporate Services.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

7 PROCEDURE

7.01 Job descriptions and classification decisions should be reviewed whenever the following occur:

A) A new job is created that does not currently exist at the City of Prince Albert.

B) A significant change occurs in duties or responsibilities of a job. An employee or his or her supervisor may initiate a request for a classification review during the annual performance review if either person believes that a significant change has occurred in the employee’s job responsibilities. **The duties or responsibilities of a job must have changed by at least 30% to be reclassified.**

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7.02 Creation of a New Job:

The Department Head where the new position is located will meet with the Director of Corporate Services to review the general requirements of the new job classification.

The Director of Corporate Services will consult with the Job Review Grading Committee to establish an initial, tentative classification for any newly created job.

The new job will be formally evaluated and classified by the job evaluation grading committee one year after the appointment of an employee to the newly created job following the procedure in section B below.

If the outcome of the formal evaluation results in a higher classification than the initial, tentative classification, the employee will not receive any retroactive adjustment, but will be placed in the appropriate classification as quickly as possible.

If the outcome of the formal evaluation results in a lower classification than the initial, tentative classification, the employee will be 'red-circled' at their current rate of pay until the payband of the new classification catches up to their rate of pay.

NOTE: Any new out-of-scope positions require the approval of Council.

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7.03 Significant Job Change:

The employee or his/her supervisor completes the Job Information Questionnaire (JIQ).

The completed JIQ is reviewed by the supervisor who will ensure that it accurately reflects the position and that the employee signs it. The immediate supervisor will then sign the JIQ, attesting to the accuracy of the information within it. In instances in which there are two or more supervisory levels, the Department Head will also review, provide comments and sign the JIQ.

The Job Review Grading Committee will evaluate the job against the JE Plan factors and degrees.

The Director of Corporate Services will inform the employee, the immediate supervisor and the Department Head in writing of the Job Review Grading Committee's decision. A copy of the Appeal Procedure will also be provided. The Director of Corporate Services will ensure that necessary adjustments to the employee's records are made.

Note:

Conflict of Interest – No employee shall participate on the Job Review Grading Committee when his/her job is being evaluated.

Length of service, position in salary range, market conditions and employee performance are not considered by the Job Evaluation System.

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7.04 Classification Review Appeal Procedure

This appeal procedure applies to any permanent or full-time employee with a job that has been rated by the JE process.

Steps in the Appeal Process

The employee should begin by first discussing the rating with his or her immediate supervisor and/or Department Head. The supervisor and/or Department Head will be able to comment on whether or not all the information related to the job has been reviewed by the Job Review Grading Committee rating. This can be determined by reviewing the job description and the job information questionnaire (JIQ).

If the employee still believes that his or her job rating is not accurate, he or she may request that the Job Review Appeal Committee review the rating. This request must be done in writing and must clearly state why the employee believes his or her job should be reviewed. The written request must also include new or additional information that has not already been reviewed in the grading process.

The Job Review Appeal Committee will review written appeals, the JIQ and any additional new information that has been submitted. The Job Review Appeal Committee may consult a neutral third party with expertise in job evaluation.

Implications of the Job Review Appeal Process

1. The rating of the factor under appeal increases.
2. The rating of the factor under appeal decreases.
3. The rating of the factor under appeal does not change.

Decisions made by the Job Review Appeal Committee are final.
