
Classification Review - Support and Professional Positions Policy

Department Policy Number

080 001

Effective Date

Revised January 12, 2006
Revised January 2005
Revised December 1, 2000

Purpose

This policy outlines the classification review process for AUFA and AUPE positions, identifies the roles and responsibilities of the employee, the supervisor/director, Human Resources, and the Executive Officer.

Definitions

AUPE	Alberta Union of Provincial Employees, Local 069
AUFA	Athabasca University Faculty Association
Professional	Staff Permanent and term professional staff who are members of AUFA
Support Staff	Permanent and temporary staff who are members of AUPE, Local 069
Casual Staff	An employee who is hired to a casual position
Appropriate Executive Officer	the executive officer responsible for the position

Policy

Permanent and temporary AUPE support staff positions are governed by formal written position descriptions and are subject to formal classification review in accordance with these procedures.

Permanent and term AUFA professional positions identified in Schedule D of The Governors of Athabasca University (the Board)/AUFA Terms and Conditions Agreement are governed by formal



written position descriptions and are subject to position evaluation in accordance with the Agreement and these procedures.

Regulation

N/A

1.0 Procedures

- 1.1 New or revised position descriptions must follow the sample format for support and professional job descriptions, a copy of which is available on the intranet under Human Resources - Employment Services Forms at: <http://intra.athabasca.ca/forms/#hr>.
- 1.2 The Position Information Section (Section 1) is completed by the incumbent and supervisor/manager and forwarded to Human Resources. The Human Resources Advisor conducts an initial informal review, which may require follow-up with the incumbent and/or supervisor/manager to ensure the position description is complete and presented in a clear, concise manner. The Human Resources Advisor also reviews with the supervisor/manager the effect of any substantive changes in relation to Section 1.
- 1.3 The Qualifications Section (Section II) is completed by the director following consultation with the Human Resources Advisor to ensure the qualifications (education, experience, knowledge, skills, equivalencies, and any other requirements) are fully stated, are appropriate for the kind and level of work required, and are equitable in relation to other similar positions at the University.
- 1.4 Once Sections I and II are completed, the position description is signed off by the incumbent and supervisor/manager for Section I and the director and executive officer for Sections I and II and returned to Human Resources for formal classification review. The supervisor/manager also includes a memo outlining the significant changes to the position description. The memo should indicate where the duties have come from and the impact of the changes on other positions in the unit (if applicable).
- 1.5 The supervisor/manager or director ensures the incumbent receives a copy of the completed position description.

2.0 Classification Review - Support Positions (Temporary and Permanent)

- 2.1 Using the Support Staff Classification System, a formal classification review takes place whenever a new temporary or permanent support position is established. In accordance with Article 8.05 of The Governors of Athabasca University (the Board)/AUPE collective agreement, notification of newly established positions including salary range will be provided to AUPE.
- 2.2 Classification reviews of existing positions may be initiated annually by the director, supervisor/manager, or incumbent (through the supervisor/manager) and are normally conducted when there is a significant change to the job responsibilities. Human Resources



may also request that position descriptions of similar or like positions within the unit/department also be submitted for review simultaneously.

- 2.3 Classification reviews may also be initiated when a position becomes vacant (the position description should be reviewed to ensure it accurately reflects the kind and level of work that is required).
- 2.4 Position descriptions submitted for update (tasks and duties or reporting lines vary in minor ways only) do not go through formal classification review. The position description is reviewed by the Human Resources Advisor and placed on the file as representing the current responsibilities of the position.
- 2.5 Finalized position descriptions are forwarded to Human Resources and are scheduled for formal classification review.
- 2.6 Upon receipt and review of the revised position description, the Human Resources Advisor will schedule a meeting to interview the supervisor/manager and the incumbent of the position. The Human Resources Advisor may also choose to job shadow the incumbent.
- 2.7 The Human Resources Advisors recommendation will be forwarded to the appropriate executive officer for final approval.
- 2.8 Once final approval is received from the appropriate executive officer, written confirmation of the classification decision, and if there is an incumbent, any resulting salary adjustment is sent to the employee, supervisor/manager and director by Human Resources.
- 2.9 The effective date for any salary adjustment will normally take effect on the 1st of the month the finalized position description is submitted to Human Resources for classification review.
- 2.10 For new or vacant positions, the director may contact Human Resources to initiate the recruitment process.

3.0 Classification Review - Professional Positions (Term and Permanent)

- 3.1 Classification reviews for professional positions are conducted by the Professional Classification Committee in accordance with Article 4.5 of The Governors of Athabasca University (the Board)/AUFA Terms and Conditions and these procedures.
- 3.2 The Professional Classification Committee normally meets monthly as required and consists of:
 - a. The Human Resources Advisor
 - b. three management staff from the excluded management group
- 3.3 A schedule of meetings and membership is prepared in advance. Human Resources is responsible for all paperwork and meeting arrangements.



- 3.4 All committee members have voting privileges.
- 3.5 A committee member cannot serve on the committee if a position in their department is being reviewed at that meeting.
- 3.6 Finalized position descriptions are forwarded to Human Resources and scheduled for formal classification review.
- 3.7 Prior to the scheduled classification review meeting, each committee member attending will be given a meeting agenda and information on each position to be evaluated. This package will include a copy of the revised job description, a copy of the memo outlining the significant changes, a copy of the previous position description, and a scoring record. All information is to be read prior to the meeting. Each member should prepare a preliminary evaluation of the position and a list of questions or comments for the supervisor and/or incumbent of the position.
- 3.8 The supervisor/director and the incumbent of the position to be classified are invited to meet with the classification review committee to describe the duties and answer questions.
- 3.9 The recommendation will be formally recorded and forwarded to the appropriate executive officer for approval.
- 3.10 Once final approval is received from the appropriate executive officer, written confirmation of the classification decision, and if there is an incumbent, any resulting salary adjustment is sent to the employee and supervisor/director by Human Resources.
- 3.11 For new or vacant positions, the director may contact Human Resources to initiate the recruitment process.

4.0 Classification Appeals

A classification decision may be appealed in accordance with [080 005 Support Position Classification Appeals Policy](#) for support positions and [080 004 Professional Position Evaluation Appeals Policy](#) and Article 9.6 of The Governors of Athabasca University (the Board)/AUFA Terms and Conditions for professional positions.

5.0 Classification of Casual Positions

For casual positions, the duties, responsibilities and qualifications required are discussed by the supervisor/director with the Human Resources Advisor who then determines the appropriate classification level.

6.0 Classification of Research Assistant/Researcher Positions

Casual and temporary/term Research Assistant positions are normally classified in accordance with [020 005 Hiring of Research Assistants Policy](#).



Approved by

Executive Group

Amended Date/Motion No.

January 12, 2006

Related References, Policies, and Procedures

[Hiring of Research Assistants Policy 020 005](#)

[Professional Position Evaluation Appeals Policy 080 004](#)

[Support Staff Classification Appeals Policy 080 005](#)

Applicable Legislation/Regulation

[The Governors of Athabasca University \(the Board\)/AUFA Terms and Conditions Agreement](#)

[The Governors of Athabasca University \(the Board\)/AUPE Collective Agreement](#)

Responsible Position/Department

This policy is maintained and administered by Human Resources. For further information, please contact your Human Resources Advisor. Contact information is available on the Human Resources web site at: <http://www1.athabascau.ca/hr>.

Keywords