

SECTION: Human Resources	
TOPIC: Classification	
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Original signed by President + CEO	

1. Position Description
Position Descriptions for Management and Alberta Union of Provincial Employees, Local 071/006 will be developed or updated using the following criteria and procedures. Each Position Description will be reviewed prior to recruitment for that position. Each Position Description will be reviewed annually by the Supervisor and Employee to ensure accuracy and understanding of position duties.
 - 1.1 Position Descriptions will include sections titled: “Overview and Purpose”, “Duties” or “Responsibilities”, “Qualifications/Experience”, “Skills” and “Working Conditions”. All Position Descriptions will be developed in a standard format using consistent vocabulary as listed in the Glossary of Descriptive Terms and Action Words.

2. Position Description Development
 - 2.1 New Position
 - 2.1.1 Supervisor Responsibility
The Supervisor will outline the context, priorities and job duties of the new position and forward this to Human Resources. (Form: Position Description - New Position)
 - 2.1.2 Human Resources Responsibility
Human Resources will prepare a draft Position Description using standard format and vocabulary, in consultation with the Supervisor. Human Resources will then forward the draft to the President for approval in principle.

 - 2.2 Update Review - Employee Request
 - 2.2.1 Employee Responsibility
The Employee will specify regular and significant addition(s), deletion(s) or amendment(s) to the Position Description and forward this to their Supervisor. (Form: Position Description - Update Review - Employee Request An Update Review - Employee Request will be considered no more than once per year.

2.2.2 Supervisor Responsibility

The Supervisor will discuss the Position Description with the employee and then advise the employee of their agreement or disagreement with the proposed changes. If the Supervisor is in agreement, the Position Description will be forwarded to Human Resources.

2.2.3 Human Resources Responsibility

Human Resources will prepare a draft Position Description using standard format and vocabulary, in consultation with the Supervisor and the Employee. Human Resources will then forward the draft to the President for approval in principle.

2.3 Update Review - Supervisor Request

2.3.1 Supervisor Responsibility

The Supervisor will specify regular and significant addition(s), deletion(s) or amendment(s) to the Position Description and forward this to Human Resources. (Form: Position Description - Update Review - Supervisor Request)

2.3.2 Human Resources Responsibility

Human Resources will prepare a draft Position Description using standard format and vocabulary, in consultation with the Supervisor. Human Resources will then forward the draft to the President for approval in principle.

3. Position Description Classification

Position Descriptions for Management and AUPE positions will be evaluated by a Classification Committee through application of the Classification System, as developed by the Classification System Task Force.

3.1 Classification System Task Force

3.1.1 Purpose

The Classification System Task Force will be convened by the Vice President, Administration to conduct a review of the Classification System every three years, commencing no later than January 1998. This comprehensive evaluation will include a review of Factors and Degrees (inclusive of weights) - Classification System Appendix, and procedures to ensure an integrated, rational and efficient Classification System. The Task Force will forward recommendations to the President.

3.1.2 Membership

The Classification System Task Force will consist of the Vice President, Administration (Chair), a Human Resources representative, two (2) employees who are members of AUPE and two (2) employees who are members of the Management Group.

The AUPE membership and the Management Group will appoint two (2) members each.

3.2 Classification Committees

3.2.1. Purpose

Classification Committees will evaluate new or revised Position Descriptions, in accordance with approved Factors and Degrees of the Classification System. The evaluation decision of the Classification Committees are final.

The Classification Committees will convene twice per year, in April and October; however additional deliberations may be required from time to time, at the request of the Manager, Human Resources.

3.2.2 Classification Committee Membership for AUPE Positions

The Classification Committee convened to evaluate Position Descriptions for employees represented by AUPE will consist of three (3) employees who are members of AUPE and three (3) employees who are members of the Management Group. The AUPE membership and the Management Group will appoint three (3) members each. Each group, initially, is encouraged to appoint or re-appoint members for a term of one (1), two (2), or three (3) years to facilitate a rotational membership for consistency in the evaluation process.

3.2.3 Classification Committee Membership for Management Positions

The Classification Committee convened to evaluate Management positions will consist of the Vice President, Administration, the Manager, Human Resources and two (2) of the three (3) employees who are members of the Management Group and who are members of the Classification Committee.

4. Effective Date

When a Position Description content is changed and as a result, reclassified and approved for implementation by the President, any change in compensation for the incumbent will be effective on the first (1st) of the month in which the Update Review request was received by Human Resources.

5. Classification System Administration

The Human Resources Department is responsible for the overall administration of the Classification System. They will also specifically provide administrative and facilitator support for the Classification Committee.

6. Other stipulations regarding the Classification System are subject to the provisions of the Collective Agreement between the Board of Governors and the Alberta Union of Provincial Employees, Local 071/006 or the Management Terms and Conditions, respectively.

CLASSIFICATION SYSTEM
APPENDIX
FACTORS and DEGREES

Each Position Description will be evaluated by applying one of the degrees within each of the following Factors:

<u>Factor</u>	<u>Weight</u>
Complexity	22%
Impact - Scope of Job	16%
Impact - Health and Safety Responsibility	5%
Supervision Received	10%
Supervision Exercised	10%
Contacts	5%
Effort	5%
Working Conditions	5%
Education	14%
Experience	<u>8%</u>
	100%

Application of a degree within each Factor, calculated with the weight of that Factor, results in a total of classification points for each Position Description.

Complexity

Refers to the difficulty of problems and their resolution.

Degree 1 Little	Work is well defined and normally involves tasks that are repetitive. or no creativity is required to complete the work. A limited degree of reasoning and problem-solving is required. Common sense is used to follow detailed, simple and uncomplicated instructions and predetermined routines.
Degree 2	Work is straightforward, repetitive, and involves use of related methods. Some creativity and interpretation is required to choose the most appropriate course of action from a limited number of alternatives or solutions. The work requires limited reasoning and planning within a job where considerable procedural and work structure exists.

Degree 3
 Work involves a variety of duties that call for the application of unrelated methods. Problems may be broad in scope, requiring interpretive skills in defining problems and creativity in developing resolutions based on standard procedures and guidelines. A moderate degree of analytical and planning skills are required, including some independent ability to set priorities and schedules.

Degree 4
 Work requires considerable interpretive, planning, and analytical skills to define problems, identify priorities and required information, collect and establish relevant facts, and create valid solutions within broad procedural guidelines.

Impact - Scope of Job

Refers to the scope of influence of the work and the consequence of errors of judgment, other than those involving workplace health and safety.

Degree 1
 section.
 Work results have limited impact beyond the immediate work
 Errors typically result in:

- loss of employee's own time to correct the error;
- minor damage, waste, or financial loss.

Degree 2
 Work results have impact beyond the immediate work area but not outside the Department. Work may have an indirect impact on final results produced. Errors typically result in:

- loss of the employee's own and others' time to correct the error;
- limited damage, waste, or financial loss;
- limited damage to employee morale and/or the public image of the College.

Degree 3
 Work results have impact across the College. Work has a direct impact on the final results achieved. Errors typically result in:

- the substantial loss of time;
- moderate damage, waste or financial loss;
- moderate impact on employee morale and/or the public image of the College.

Degree 4
 Activities, decisions and approvals have wide-ranging impact on operations throughout and beyond the College. Decisions have a major impact on:

- operations;
- financial management;
- employee morale and/or the public image of the College.

Degree 5 Activities, decisions and approvals will seriously affect the overall operations and future of the College as a whole.

Impact - Health and Safety Responsibility

Refers to the level of responsibility in the job for staff and student health and safety in the workplace.

Degree 1 Bears the normal responsibility of all employees for the completion of work in a manner consistent with the health and safety of self and others.

Degree 2 Formally responsible for monitoring activity and preventing health and safety risks in a work unit or location not involving hazardous goods and machinery.

Degree 3 Formally responsible for monitoring activity and preventing health and safety risks in a work unit or location where hazardous goods and machinery are present, but in controlled conditions.

Degree 4 Formally responsible for monitoring activity and preventing health and safety risks in a work unit or location where hazardous goods and machinery are present and accessible to unskilled students or staff.

Supervision Received

Refers to the direction given and discretion available.

Degree 1 Work is conducted within clear guidelines and/or well-understood precedents. Supervisory assistance is readily available and work is monitored frequently.

Degree 2 Work is conducted within clear guidelines and/or well-understood precedents, but some latitude is available for the exercise of discretion in dealing with problems of moderate complexity. Supervisory assistance is available and work is monitored periodically.

Degree 3 Work is conducted within general guidelines and precedent. Discretion is frequently exercised within these parameters. Supervisory assistance is not continuously available particularly on specialized technical and procedural matters, and work is monitored only for outcomes, on a periodic or exception basis.

Degree 4 Work is conducted within general organizational objectives. Work normally involves the exercise of considerable discretion in meeting objectives, selecting from among a wide variety of potential solutions and methods. Little or no supervisor assistance is available, particularly in specialized technical procedural matters. Work is seldom monitored, other than for long-term results.

Supervision Exercised

Refers to the amount and nature of control and guidance exercised over other employees.

Degree 1	No elements of supervision are exercised.
Degree 2	Provides incidental guidance and assigns day-to-day tasks to staff who do fundamentally the same work as the incumbent. Does not perform other aspects of formal supervision such as performance evaluation, authorization of time off and overtime.
Degree 3	Full supervision over subordinate staff, including assigning work, reviewing work, setting work standards, scheduling staff, taking or making effective recommendations respecting discipline, evaluating performance, approving discretionary time off, authorizing overtime.
Degree 4	Provides direction of a work unit, usually through subordinate supervisory staff. Develops and recommends policies and procedures governing the operation of the work unit.
Degree 5	Provides general direction to the organization through subordinate staff. Develops and recommends policies and procedures governing the operation of the organization.

Contacts

Refers to the kind, level and purpose of communications required.

Degree 1	Primary contacts are with peers and supervisors in own work unit, mainly involving exchange of information.
Degree 2	Primary contacts are with peers and supervisors in own work unit, but significant contact within the large College community (staff/students), primarily for the purpose of exchange of information.
Degree 3	Primary contacts are with students and staff of the College, including a substantial amount of contact with persons outside own work unit,

primarily for the purpose of exchange of information and explanation of College procedures, regulations, etc.

- Degree 4 Significant contacts are required with persons other than students and staff. Contact involve primarily exchange of information and explanation of College procedures, regulations, etc. but may impact the public perception of the organization.
- or
- Significant contacts are required with students and staff. Contacts involve provision of technical knowledge with the intent of enhancing students' subsequent academic performance.
- Degree 5 Contact frequently involves enlisting the support or cooperation of persons outside the immediate work unit.
- Degree 6 Contacts are required both within and outside the College on a regular basis. Contacts involve representing and committing the College to courses of action or public stances. Contacts are frequently with senior officers of client or supplier organizations, or other Colleges.

Effort

Refers to the nature of sustained physical exertion and mental concentration required by the job.

- Degree 1 Work regularly requires minimum physical effort and strain in a variety of normal positions (intermittent sitting, standing, walking, with opportunity for movement).
- and/or
- Work regularly requires normal mental concentration.
- Degree 2 Work regularly requires light physical effort and exertion (prolonged standing or sitting with limited opportunity for movement, prolonged walking or climbing stairs, use of light equipment or tools).
- and/or
- Work regularly requires short periods of sustained mental concentration.
- Degree 3 Work regularly requires moderate physical effort and exertion (medium weight equipment, tools, and other materials).
- and/or
- Work regularly requires relatively long periods of sustained mental concentration.
- Degree 4 Work regularly requires heavy physical effort and considerable exertion (use of heavy materials/equipment involving straining, pulling, lifting).

and/or

Work regularly requires extended periods of sustained mental concentration.

Working Conditions

Refers to the normal working conditions experienced.

Degree 1	Standard office conditions.
Degree 2	Standard office conditions, with significant disruptive factors.
Degree 3	Non-office work location.

Education

Refers to the essential level of education required to perform the job, but does not include the “desirable” qualifications.

Degree 1	High School graduation
Degree 2	High School graduation, plus some post secondary training
Degree 3	2 year Diploma
Degree 4	4 year Diploma or Baccalaureate degree
Degree 5	Post-graduate University credentials

Experience

Refers to the essential level of experience related to job content required to perform the job, but does not include the “desirable” qualifications.

Degree 1	Less than 1 year
Degree 2	1 - 2 years
Degree 3	3 - 5 years
Degree 4	More than 5 - 9 years
Degree 5	More than 9 years