

|                      |                       |
|----------------------|-----------------------|
| <b>Policy Title:</b> | <b>Classification</b> |
| Policy Approver:     | President's Office    |
| Policy Holder:       | Human Resources       |
| Category:            | Operational           |
| Original Date:       | October 1992          |
| Last Revised:        | September 2003        |
| Next Review:         | April 2005            |

---

### Approval Statement

With the approval of the President of Yukon College, this policy is hereby deemed in effect the 4<sup>th</sup> day of September, 2003.

---

President, Yukon College

---

Date

## 1. Purpose of Policy

Yukon University will provide appropriate compensation for the work performed by employees.

To maintain a gender-neutral, equitable and consistent compensation system, Yukon University will maintain a rational and effective job evaluation process and an appropriate classification system for all permanent and term positions.

Job evaluation creates a job hierarchy developed by comparing job content against specified standards using a predetermined procedure. The University (in consultation with the Union regarding bargaining unit positions), has adopted a job evaluation system using the Willis Plan for the evaluation of all permanent and term positions at the University.

The job evaluation system will reflect the process of comparing the job content and assigning a points value to the “compensable factors” (the job dimensions or requirements) for which the University is willing to pay. These are the factors significantly related to the University’s expectations from the job and contribution to the University’s goals. These are not factors related to the competence, qualifications, workloads or performance of an individual in a position.

A position is the duties, tasks, responsibilities and authority being assigned to an individual by the University. During the evaluation, a verification of job content may require interviews with the employee(s), immediate supervisor, and appropriate Dean/Director.

Jobs will be classified to a level on a pay grid based on the number of factor points that result from the evaluation. The classification system for bargaining unit positions shall be as defined by the Joint Classification Committee on July 9, 1992 unless changed by mutual consent of the parties. The classification system for confidential excluded positions shall be the same as that defined for bargaining unit positions. The classification system for

senior management positions shall be as defined by Clarity consulting and adopted in March 1999.

Evaluation and classification will occur for new positions prior to recruitment. Where the position is created as a result of a third-party funding arrangement, the costs of evaluation and classification will be charged to the third-party funds.

An upward reclassification occurs when duties, responsibilities and/or authority are added to a position such that the compensation value of the position is changed. Although the position changes, it is still recognizable in its essence as the same position. Where a significant change is required to the statement of qualifications, where the incumbent has not been performing a substantive portion of the duties of the revised description, or where the position would change in definition between the categories of instructional and a support staff, the change will normally be considered creation of a new position requiring a recruitment rather than reclassification process.

An evaluation review may be initiated by the incumbent, the appropriate Dean/Director or the Director, Human Resource Services, at any time if it is believed that the job content has changed, or is being changed, sufficiently to warrant a review. Reviews for bargaining unit positions will be in accordance with the Collective Agreement.

Job evaluations will be conducted by an objective, neutral, external consulting service with specific expertise in this area.

Job classification appeals for bargaining unit members shall be heard and decided in accordance with the Collective Agreement by a Classification Appeal Board Chairperson. Appeals filed within 30 working days of the classification decision for confidential excluded and senior management positions shall be heard and decided by a mutually agreed to Classification Appeal Adjudicator whose decision will be binding. The costs of the hearings for confidential excluded and senior management appeals will be borne by the University. Should the confidential excluded or senior management employee wish representation at the hearing, any costs for such representation shall be the responsibility of the employee.

Job classification appeals may only be submitted where there is disagreement on the pay level to which the position has been assigned. Placement on scale, within that level, cannot be appealed as part of a classification decision.

Management has the right to determine the duties assigned to a position, although these may be developed in consultation with the incumbent. The duties assigned cannot be appealed as part of a classification decision.

The Classification Appeal Board Chairperson/Adjudicator must base his/her decision on the University evaluation standards and benchmarks as well as written and oral information presented and may request any reasonable information he/she may require from the parties. The Chairperson/Adjudicator does not have the authority to amend the job evaluation standards, recommend a different rate of pay within a classification level, create a new classification level, or delete a classification level.

Salary on reclassification for bargaining unit, confidential excluded and senior management employees, shall be in accordance with the pay administration definitions of the Collective Agreement. Retroactivity of any salary change due to reclassification, including a reclassification that results from an appeal process, shall be back to the date that the request for review was initiated in writing to or by Human Resource Services.

## **2. Governing Legislation and Relevant Documents**

Board Governing Policies:

This policy recognizes the Yukon University Board of Governors Policy on Executive Limitations, including:

“With respect to treatment of paid and volunteer staff, the President may not cause or allow conditions which are unfair or undignified. Accordingly, she or he may not operate without written Human Resource procedures, which clarify rules for staff”.

## **3. Procedures**

### **Evaluation and Classification/Reclassification**

---

|                |                 |          |
|----------------|-----------------|----------|
| Version:       | September 2003  | Revised: |
| Original Date: | October 1992    | Revised: |
| Next Review:   | April 2005      | Revised: |
| Policy Holder: | Human Resources | Revised: |

Page 4 of 6

1. When a new permanent or term position is created, the Dean/Director will submit a job description, in the standard format for a Yukon University Job Description, to Human Resource Services for evaluation and classification.
2. When an incumbent, Dean/Director, or the Director of Human Resource Services, believes that the current job content has changed sufficiently to warrant an evaluation review, the Dean/Director will provide Human Resource Services with an updated job description in the standard format for a Yukon University Job Description.
3. Human Resource Services will contract an external, neutral job evaluation specialist to conduct all evaluation reviews.
4. Requests for initial evaluations and evaluation reviews will be submitted to the contract specialist by Human Resource Services. All costs for evaluations and evaluation reviews will be borne by Human Resource Services except in the case of positions created through third-party funding arrangements wherein those funds bear the cost of the evaluation.
5. Human Resource Services will advise the Dean/Director and the incumbent of the results of the evaluation.
6. Human Resource Services will advise Payroll, the Dean/Director and the incumbent of any adjustment in pay that results from a reclassification.
7. When a bargaining unit, confidential excluded or senior management position is reclassified resulting in its inclusion in a level having a higher maximum salary the incumbent's anniversary date, for the calculation of merit increases, shall be reset in accordance with the process defined in the Collective Agreement based on the date of the reclassification.

### **Classification Appeals**

1. In the event that an employee and/or Dean/Director disagree with a classification decision, bargaining unit members have access to the appeal process contained in the Collective Agreement.
2. For confidential excluded and senior management employees, the areas of disagreement will first be discussed with the Director, Human Resource Services and the classification consulting specialist (bargaining unit employees may also access this informal dispute resolution process if they so wish). If this does not result in a decision

that is agreeable to the incumbent and/or the Dean/Director, the appeal process may be used.

3. For other than bargaining unit employees, a written notice of appeal must be received by the Director, Human Resource Services, within thirty working days after the receipt of the classification decision by the employee. Such notice must specify the grounds for the appeal, the University benchmarks used to substantiate the appeal (benchmark information is available from Human Resource Services), and any other supporting information/documents.
4. For other than bargaining unit employees, a Classification Appeal Adjudicator mutually agreed to by the University and the employee, shall be retained. Based on the written submission, the Adjudicator will decide whether the appeal appears to have merit and if so, will schedule a hearing. Both parties will have at least twenty days from the time of receipt of the appeal notice to prepare their cases.
5. The Classification Appeal Chairperson/Adjudicator will normally make a decision within twenty working days from the close of the hearing. He/she will provide a written report documenting the decision, with a summary of the arguments presented, to the Director, Human Resource Services. Copies of the decision will be provided to the employee and the appropriate Dean/Director.

#### **4. Other Related and/or Accompanying Documents**

##### **B. FORMS** (available on the K Drive under Human Resource Forms)

*Yukon University Job Description, Guidelines to Creating a Job Description*