

TOPIC CLASSIFICATION OF POSITIONS

POLICY **Classification of positions is based on an evaluation of the duties and responsibilities assigned to a position. The Compensation Services Branch, Treasury Board Secretariat, is responsible for conducting job evaluation to ensure relativity, consistency and reasonableness in the classification of positions and is responsible for ensuring the classification system is utilized appropriately.**

QUESTIONS AND ANSWERS

1. What principles govern job evaluation?
2. What circumstances prompt a classification review?
3. What is the process for classifying positions?
4. What are the approved position description formats?
5. What is included in a formal classification request?
6. What options are available to temporarily classify positions?
7. Can an employee's classification differ from the position's classification?
8. What is the effective date of classification?
9. How are disputes over the classification of positions resolved?

AUTHORITY

Civil Service Act Regulations [4\(1\)\(2\)](#), [5](#), [22](#) and [14](#) Acting Status

[GEMA \(Government Employees' Master Agreement\)](#)

Treasury Board Minute T.B. 7B/2009 - ITEM 7

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QUESTIONS AND ANSWERS

1. *What principles govern job evaluation?*

The principles which govern job evaluation are:

- **Relativity** – to ensure positions are classified similarly for the same kind and level of work performed.
- **Consistency** – classifications are applied equitably across government to ensure fair treatment of employees.
- **Reasonableness** – job evaluation is based on facts and objective evidence and not on favouritism, performance or bias.

2. *What circumstances prompt a classification review?*

Circumstances that prompt a classification review include situations where there have been significant changes to the duties and responsibilities assigned to a position; where the position is a newly created position; where a classification series review has been undertaken by Compensation Services; and/or where an approved reorganization has occurred.

Pay and performance issues are not addressed through the classification process.

3. *What is the process for classifying positions?*

Managers are responsible for defining the duties and responsibilities to be assigned to a position. Position descriptions are updated whenever significant changes to duties and responsibilities occur. The content of position descriptions must be confirmed by management. Managers and/or employees submit a request for a classification review to [Compensation Services](#) for job evaluation.

Job evaluation is the analysis of the duties and responsibilities assigned to a position to determine the relative ranking of the position in relation to other positions. Job evaluation assesses the kind of work (which classification series?) and the level of work (which level in the series?) using the appropriate job evaluation method.

Classification decisions are based on the [classification specifications](#) or the particular method of job evaluation applicable to the specific series, i.e. whole job comparison or point rating.

4. What are the approved position description formats?

The following are the three position description formats authorized for use in the Manitoba Civil Service:

The *General Position Description Form* is used for all positions with the exception of those in the Financial Officer (FI), Information Technology (IS), Senior Manager (XM), Senior Engineering Manager (EM), Executive Officer (EX) series and the Professional Officer pay plan.

The *Hay Position Description Form* is used for Financial Officer (FI) and Information Technology Information (IS) positions as well as those in the Professional Officer pay plan.

The *Senior Manager Position Description Form* is used for Senior Manager (XM), Senior Engineering Manager (EM), Executive Officer (EX) (and equivalent) positions.

These forms can be found at http://www.internal/finance/labour_relations/process.html.

5. What is included in a formal classification request?

A formal classification request to the Compensation Services Branch includes:

- A current position description. Content of the position description must be confirmed by management either through signature or written/electronic confirmation.
- A divisional organizational chart as well as a branch/unit organizational chart. Organizational charts must include SAP 500 position numbers and classification levels of all positions.
- A [Management Originated Reclassification Request \(MOR\)](#) or an [Employee Originated Reclassification Request \(EOR\)](#) detailing background information including the the current classification level, the classification level being requested, reason(s) why the requested classification is appropriate and changes to the position and organization since the last review.

For more information refer to the Labour Relations website http://www.internal/finance/labour_relations/process.html

6. What options are available to temporarily classify positions?

When positions are assigned additional duties at a higher level for a fixed period of time an interim classification may be warranted. Interim classification means reclassifying a position for a limited and specific period of time. Requests for interim classifications are handled in the same manner as other classification reviews. Employees who are temporarily appointed to positions with a higher rate of pay may also be compensated by using options such as [acting status](#).

7. Can an employee's classification differ from the position's classification?

An employee cannot be classified higher than the classification of the position except when the employee is subject to the [over-range provisions](#) in the Pay Practices Policy. In this case, the employee's classification is maintained at a higher level than the position classification until the approved over-range period expires.

An employee can be classified lower than the classification of the position as an "underfill" until criteria required for the full working level is met.

8. What is the effective date of a classification?

The effective date is the first day of the bi-weekly pay period following the date a formal classification request is received by the Compensation Services Branch, Treasury Board Secretariat.

In the case of a downward classification decision, the effective date is the first day of the bi-weekly pay period following the date the manager or employee is formally notified of the decision in writing by Compensation Services.

In the case of an approved departmental reorganization affecting a group of positions, a common effective date established by Compensation Services may be approved.

9. How are disputes over the classification of positions resolved?

Employees who are of the opinion that their position is improperly classified can initiate an Employee Originated Request for Reclassification ([EOR](#)) on the form designated by Compensation Services accompanied by a current position description.

Position descriptions must either be signed or include written confirmation from management that the content of the position description is an accurate description of the work assigned.

Information on the appeal process can be found in Step Two of the Reclassification Procedure Article in the [GEMA](#) as well as the Collective Agreement for the Organization of Professional Engineers Employed by the Province of Manitoba ([OPEEPM](#)).

Excluded employees and employees covered by other collective agreements may appeal a classification decision to the Civil Service Commission in accordance with [Section 22](#) of the Conditions of Employment Regulations under *The Civil Service Act*.