

Reclassification  
Information Session  
October 28, 2014

1. How do I decide if I should file a reclassification request?

You can start by asking these questions:

- Are your usual duties significantly different than other employees of the same classification?
- Have your usual duties changed significantly recently?
- Does your supervisor expect you to perform duties beyond what your classification calls for?

If you answer yes to any of these questions, you may be able to obtain a reclassification.

2. If you decide to pursue a reclassification request, you must complete the Reclassification Job Description form and submit it to Human Resources. Article 9.4.00 of the collective agreement describes the process in detail.

3. The College will provide their response to your request within 30 days of submitting the request. If they accept your request, you will be reclassified to the new classification of employment and receive the appropriate increase in salary.

If the College does not accept your request, the Classification Committee will meet within 10 days to discuss your case. If the decision not to accept your request is upheld, your claim automatically becomes a grievance, which may be heard by an arbitrator at a later date (if the Federation feels the request has merit).

## **Completing the Reclassification Job Description Form:**

Gather the following documents:

- Reclassification Job Description Form
- Classification Plan
- Your current job description
- And if possible, a job description for the classification being requested (union office may be able to provide a copy for you)

### **Reclassification Job Description Form:**

This is the form that you must complete and submit to Human Resources. HR will use this form to compare what you describe as your tasks versus what the College considers to be your tasks.

### **Classification Plan:**

This document describes the nature of work, characteristics of the position and minimum requirements for all classifications of employment under the current collective agreement. This document is extremely useful as you complete the job description form.

### **Your current job description:**

You have decided to apply for a reclassification, so therefore your current job description is no longer an accurate reflection of the duties you perform. Update your job description to ensure that you capture all of the duties, both old and new, that you perform on a regular basis.

### **Job description for the classification being requested:**

It is helpful to have a copy of a job description for the classification being requested, as it will give you indication of the types of duties the College has associated with this level of employment. It will also help you to select the proper verbs to describe your tasks.

## Tips:

1. The College always refers to the classification plan in their analysis of your reclassification request. Failure to link the duties you perform to the duties of the classification being requested could result in the College refusing your request. Therefore, it is useful to follow the Classification Plan section “Characteristics of the duties” for the new classification you are requesting when listing the duties you perform.
2. Discuss your interest in reclassifying with your manager. The College will always ask the manager to review the request for reclassification and provide comments to the list of duties. If your manager does not recognize that you perform at a high classification, he/she may not provide the appropriate support of this during the analysis, resulting in the request being refused.
3. In describing your duties, use action verbs, rather than passive verbs. For example, if one of your major tasks is preparing your departmental budget and you describe it as:

*“Assist with budget preparation”*

This could be interpreted as simply gathering and consolidating budget document from other sources, which is very much a task of a lesser clerical nature.

However, if you describe this task instead as:

*“Prepare budget projections and forecasts for the department, consolidate information and present to the manager” ....* It is now very clear that this task is of a higher nature than clerical.

4. Provide samples of documents (forms, letters, reports, etc.) that you use or have developed that will corroborate your classification request.
5. Preparing the reclassification document is a long and daunting process. Be realistic in your expectations when considering filing a request for reclassification. You may feel that you deserve to be reclassified, but the responsibility is on the employee to prove that the duties performed are at a higher classification of employment. Your chances of success are much greater if you do your homework and analyze your duties objectively before deciding to go forward with this process.