



CLASSIFICATION PROCEDURE

Procedure Type:	Institutional	Initially Approved:	October 19, 1995
Procedure Sponsor:	Executive Director, People and Culture	Last Revised:	February 27, 2024
Administrative Responsibility:	Human Resources	Review Scheduled:	February 2029
Approver:	President and CEO		

A. PURPOSE

This procedure describes the process for the creation, alteration and classification of position descriptions within scope of the Alberta Union of Provincial Employees (AUPE) Collective Agreement.

This process is administered by the Human Resources department and AUPE position descriptions will be developed or revised using the following criteria and procedures.

B. PROCEDURE

1. Principles

- 1.1 Position creation, alteration and classification will be guided first by relevant articles of the *AUPE Collective Agreement*.
- 1.2 Position descriptions will include the duties, accountabilities and qualifications of the role.
- 1.3 Position descriptions will be reviewed annually by management and will be updated in consultation with Human Resources to reflect organizational needs as necessary.
- 1.4 Human Resources will review and revise position descriptions to ensure the consistency within the University terminology and compliance with the *AUPE Collective Agreement*, *Alberta Labour Relations Code* and any other applicable legislation.
- 1.5 New and substantively altered positions will be classified prior to recruitment efforts.
- 1.6 Classification will be conducted by point-factor evaluation, based on the duties, accountabilities, and qualifications of the role.
- 1.7 Classification factors will be evaluated considering the qualifications, complexity and frequency of duties and accountabilities typically performed as confirmed in the Position Description.
- 1.8 Elements not considered include seniority or tenure in the role, employee performance, volume of work, process changes, new technology, temporary assignment, minor changes in tasks or activities, rarely

performed activities, optional, assumed (not assigned), or volunteer activities, or desired compensation.

- 1.9 Parties conducting classification may request and require relevant information pertaining to the position, such as organizational charts, work samples, clarification of peer, subordinate, and superior positions to aid in classification efforts.

2. New or Altered Position Descriptions

- 2.1 New or altered position descriptions will be developed by management in consultation with Human Resources.
- 2.2 New and substantively altered positions will be classified by Human Resources using the process outlined in Section 4: Position Classification. Human Resources will notify AUPE of classification results in writing.
- 2.3 Positions that are considered not to be substantively altered will be approved by Human Resources. Human Resources will share updated position descriptions and/or position titles with AUPE, any incumbents and the direct manager.
- 2.4 AUPE may classify new or substantively altered positions using the process outlined in Section 4. Position Classification. AUPE may notify Human Resources of classification results in writing. If a result is not received by Human Resources within fifteen (15) business days, then the classification is considered accepted.
- 2.5 In the event of a difference in classification resulting in an evaluation result, AUPE and Human Resources will have a preliminary discussion to determine any areas of clarification. If agreement cannot be reached, AUPE may pursue Grievance, per relevant articles of the *AUPE Collective Agreement*.

3. Position Description Review

- 3.1 Incumbents may request a Position Descriptions Review per relevant articles of the *AUPE Collective Agreement* if their position has not been reviewed within the previous 12 months.
- 3.2 Human Resources will conduct a review and communicate written results to the incumbent, direct manager and AUPE.
- 3.3 In the event the incumbent disagrees with the result, they may pursue Appeal per relevant articles of the *AUPE Collective Agreement*, and Section 5: Classification Appeal.

4. Position Classification

- 4.1 Positions will be classified using a point-factor method as outlined in the AUArts Classification Manual (AUPE).
- 4.2 Positions will be assigned one of the degrees within each of the factors.
- 4.3 The resulting degree for each factor will be converted to classification points, calculated with the factor weight. This will result in a pay grade

which falls within the range total of classification points for each position description.

- 4.4 The final resulting grade of the classification results will be shared in writing by Human Resources to any incumbents, the direct manager and AUPE.

5. Classification Appeal

- 5.1 Incumbents requesting a Position Description Review may elect to pursue a Classification Appeal per relevant articles of the *AUPE Collective Agreement*.
- 5.2 The Classification Appeal Committee will receive mandatory training in the point-factor methodology prior to participating on the committee. Training may be refreshed for committee members not sitting on the committee for the previous twelve (12) months.
- 5.3 The resulting grade of the committee will be communicated in writing to the incumbent, direct manager and AUPE.
- 5.4 In the event the incumbent disagrees with the result, they may pursue Appeal to the President + CEO within ten (10) working days of communication of the result.
- 5.5 In the event the incumbent disagrees with this result, they may pursue Grievance, per relevant articles of the *AUPE Collective Agreement* within ten (10) working days of communication of the result.

6. Classification Results

- 6.1 Upward Classification: In the event an incumbent’s position is reclassified upwards, the new classification will be effective to the date received by Human Resources. Upon reclassification, an incumbent’s pay rate shall be increased by one (1) increment, up to the maximum of the pay grade.
- 6.2 Downward Classification: In the event an incumbent’s position is reclassified downwards, the pay rate of the incumbent will be fixed (Red Circled) until such time as a negotiated increase for the pay grade of the new classification results falls within the new classification pay grade. At that point, the incumbent will be eligible for increments per relevant articles of the *AUPE Collective Agreement*.

C. DEFINITIONS

Accountabilities:	The general grouping of responsibilities within a position description (e.g., Administrative Support, Customer Service, Analysis & Reporting). Accountabilities will include specific duties.
Classification:	The process of determining the Grade of the position via point-factor evaluation.
Classification Appeal:	The process available for incumbent initiated Position Description Review if the incumbent is not satisfied with the resulting Grade.

Classification Point Range:	The resulting points converted from the Degrees assigned to Factors, calculated to the Factor Weights.
Degree:	The level of each factor typically performed for a position, as described in the position description, and assigned during point-factor evaluation.
Duties:	The specific tasks typically performed within the general accountabilities of a position description. (e.g., Record minutes of various meetings).
Grade:	The resulting pay level, represented by a number from 1-8, that is aligned within the Classification Point Range.
Factor:	The elements of the position that are evaluated during the classification process and are converted to the Classification Point Range and resulting Grade.
Point-factor Evaluation:	The classification method by which positions are evaluated by individual Factors, and assigned Degrees within those Factors, which result is total classification points calculated to the Factor Weight to determine Grade.
Position Description:	The written statement of facts describing the scope, accountabilities, duties, and qualifications of a position, as defined by management, and approved by Human Resources. It is written to describe the job as it currently exists, not considering specific skills or abilities of any incumbent.
Position Description Review:	The incumbent initiated process by which a review is requested of the content of the position description and may include reclassification.
Qualifications:	The minimum qualifications of the role including education level and years of experience and excluding assets or preferred qualifications.
Substantively Altered:	The changes to a position description determined by management and approved by Human Resources that result in core function changes to the position upon review by Human Resources. Elements under consideration include the full scope of the position, depth, breadth, primary focus, and any sustained required changes to the complexity, authority, skill or effort required.

D. RELATED LEGISLATION

- Post-Secondary Learning Act
- Alberta Labour Relations Code

E. RELATED DOCUMENTS

- AUArts AUPE Classification Manual
- AUPE Collective Agreement
- Hiring Practices Procedure

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)