

| Corporate Policies and Procedures | | | |
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| DEPARTMENT: Human Resources | | | POLICY #: B-04 |
| POLICY: Classification Review System | | | |
| DATE: MAY30/01 | REV. DATE: MAR29/12 | COVERAGE: All Full-time Salaried Employees | PAGE #: 1 of 2 |

POLICY STATEMENT:

The County of Renfrew utilizes a Job Evaluation System to determine the relative ranking of positions within the Corporation by means of a systematic and detailed analysis of job content.

PROCEDURE:

1. Requests for a Job Classification Review may be initiated by an incumbent, supervisor, or Department Head; however, the Department Head is responsible for recommending or denying the referral of the review to the Director of Human Resources.
2. Job Classification Reviews are normally conducted semi-annually, effective January or July.
3. The County conducts a full classification position review a minimum of once every five (5) years.
4. The Chief Administrative Officer/Clerk and the Director of Human Resources are responsible for all reviews under the Job Evaluation System.
5. The Department Head submits a written request for a classification review of position(s) to the Director of Human Resources. The information supporting this request must include the following:
 - (a) A revised Job Fact Sheet signed by the employee (unless the position is vacant), the supervisor, and the Department Head.
 - (b) A revised Job Description.
 - (c) Supporting documentation outlining any changes in job duties, responsibilities, etc.
 - (d) A requested title change, if applicable.
6. The Director of Human Resources reviews the revised responsibilities with the Chief Administrative Officer/Clerk and Department Head utilizing the County's adopted Job Evaluation System, and prepares a preliminary salary recommendation for the Chief Administrative Officer/Clerk and Department Head.

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7. An employee reclassified to a higher level is normally placed in the new salary range at a step that gives the employee a minimum five percent (5%) increase (provided that the new salary does not exceed the maximum of the salary range).
8. When the Employer conducts a full classification position review every five (5) years, any position that is re-evaluated at the time is only moved to the next incremental step on the grid level that the position was reassigned to and not the five percent (5%) increase.
9. The Chief Administrative Officer/Clerk and Department Head analyzes the ratings as prepared by the Human Resources Department and submits a summary of the documentation with its recommendations regarding classification and salary to the appropriate committee and the Finance and Administration Committee for consideration and approval.
10. An employee who so desires, may make a personal presentation to the Chief Administrative Officer/Clerk, the Director of Human Resources and the Department Head.
11. The decision of the Finance and Administration Committee is referred to County Council for final consideration and approval.
12. Council's decision is confirmed in writing to the incumbent by the Department Head and to the Finance Office (if applicable) by the Director of Human Resources.
13. Reclassification is normally effective in January or July of each year unless otherwise requested by the Department Head; this date becomes the employee's anniversary date for the purposes of Performance Appraisals and Merit Increments.