# RECLASSIFICATION

## Right to Classify or Reclassify Positions

The University maintains the right to classify or reclassify positions in keeping with the job evaluation plan mentioned under Article 18. The University shall stipulate the effective date of any such reclassification.

## Positions Reclassified

### It is understood that if a position is to be reclassified in accordance with Clause 20.1 and posted, the incumbent holding the original position shall be given first and full consideration.

### If the incumbent is unsuccessful in obtaining the reclassified position, the University shall, in consultation with the Union, make every reasonable effort to relocate the employee within the bargaining unit.

### If the incumbent is successful in obtaining the reclassified position but proves unsatisfactory during the probationary period, the University shall again, in consultation with the Union, make every reasonable effort to relocate the employee within the bargaining unit.

## Notification to Downgrade or Delete Positions

The Union shall be notified in advance of any recommendation by the administration to the Board of the University to delete or downgrade a position filled by an employee on regular appointment.

## Reclassification

### An employee who requests a reclassification of his or her position shall initiate the reclassification process by submitting a Request for Classification Review Form, current job description and proposed new job description, using the Job Description Template to his or her immediate supervisor. The employee and supervisor must discuss the employee’s classification request and reach agreement on the content of the employee’s job description.

### (1) Within 20 working days after the employee submits the documents referred to in Clause 20.4(a) to the supervisor, the supervisor shall submit the form and the finalized job description to the JJEC.

(2) A supervisor may initiate a request for reclassification of a position. Where there is an incumbent in the position, the supervisor will discuss the changes in the position with the employee prior to submitting the Request for Classification Review Form.

### Within 15 days of the receipt of submission the JJEC, comprised of two administrative and two union representatives, shall complete the classification rating. The Committee shall inform the employee, the supervisor and the Union of the results of the classification by letter explaining the reasons for the decision.

### If an employee disagrees with the classification decision, the employee shall have the right to appeal. The employee must file a classification appeal hearing within 10 working days after receiving the written notification of the decision. The Joint Job Evaluation Appeal Panel (JJEAP) shall include one member appointed by the University and one appointed by the Union. To ensure objectivity, members of the panel shall not have had any prior involvement with the particular classification appealed. An employee shall have the right to appear in person before the appeal panel and the panel may call any person(s) to provide relevant clarification in order to arrive at a just decision.

### If the Joint Job Evaluation Appeal Panel is unable to agree on the proposed classification, the grievance procedure under Article 70 may be invoked.

### The effective date of an approved reclassification shall be the date that the Request for Classification Review Form was signed and submitted as in Clause 20.4(a).