



## LAC LA BICHE COUNTY PROCEDURE

TITLE: Classification of Work Relationships Standard Operating Procedure    PROCEDURE NO: CS-03-014-12

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014    AMENDMENT DATE:

### 1.0 Definitions

Lac La Biche County recruits employees into one of the following classifications of work relationships:

a) **Permanent Position** - means a position which has been created to fill an ongoing administrative, professional or operational requirement in the County. Permanent positions have no definite term of existence and may be of two types:

i) **Permanent Full-time** - means a position in which the incumbent works the regularly-scheduled daily and weekly hours of work for the department in which the position is located.

Administrative Support and Managerial Staff regularly scheduled hours of work are based on a 7 hour work day/35 hour week. The normal work week shall be Monday to Friday, inclusive.

Maintenance, Construction, Community Services and Field Staff, below Manager Level regularly scheduled hours of work are based on an 8 hour work day/40 hours per week.

ii) **Permanent Part-time** - means a position in which the incumbent works less than the regularly-scheduled daily and weekly hours of work for the department in which the position is located.

b) **Term Position** - means a position which has been created to fill a provisional administrative, professional or operational requirement of **three consecutive months or more in duration** in the County. Term positions are intended to be used in cases such as to meet manpower needs in relation to external grant/project funding or to provide cover off for employee leave of absences. Term positions have a specified fixed end date or event, at which time the term employee's employment will automatically end without notice, payment in lieu of notice or any further obligations. Term positions may be of two types:

i) **Full-time Term** - means a position in which the incumbent works the regularly-scheduled daily and weekly hours of work for the specified term of the position in the department in which the position is located.

- ii) Part-time Term - means a position in which the incumbent works less than the regularly-scheduled daily and weekly hours of work for the specified term of the position in the department in which the position is located.
- c) **Seasonal Position** - means a position which has been created in Lac La Biche County to fill a periodic administrative or operational requirement, usually associated with either the spring/summer or fall/winter seasons. For seasonal positions there may be an opportunity for seasonal employment to be resumed at the commencement of the new season. However, the County can offer no guarantee that such employment will be available or, if available, whether past seasonal employees will be the successful applicants. As a result, seasonal positions have a specified term of existence which will automatically end with no requirement for notice, payment in lieu of notice, or consideration of rehiring in subsequent seasons. Seasonal positions have a specified term of existence and may be of two types:
  - i) Full-time Seasonal - means a position in which the incumbent works the regularly-scheduled daily and weekly hours of work for the specified term of the position in the department in which the position is located.
  - ii) Part-time Seasonal - means a position in which the incumbent works less than the regularly-scheduled daily and weekly hours of work for the specified term of the position in the department in which the position is located.
- d) **Other Forms of Work Relationships** - means a type of work relationship with Lac La Biche County which is not addressed in sections, inclusive, above. These forms of work relationships include:
  - i) Casual Employment - means employment for a period of less than three consecutive full months and includes situations where casual employees are called in for short periods of time on an as-needed basis. Such employment may be full-time (incumbent works the regularly-scheduled daily and weekly hours of work in the department in which the position is located) or part time (incumbent works less than the regularly-scheduled daily and weekly hours of work for the specified term of the position in the department in which the position is located). This definition shall also include employees that are called in for short periods of time (usually a few days at time or less) on an as-needed basis.
  - ii) Volunteer Work Relationship - means the provision of uncompensated assistance to Lac La Biche County, where the County specifies the tasks and performance standards and has care and control over the work output, but for which the volunteer receives no regular remuneration. Volunteers are not employees of the County. For further clarification of such employment relationships, please refer to the following policies which discuss the Lac La Biche County Firefighters: Lac La Biche County Fire District Standard Operating Procedures and Policies, Lac La Biche County Fire District Standard Operating Guidelines, Volunteer Firefighters Remuneration Policy, and Volunteer Firefighters Travel & Subsistence Policy.

iii) Temporary Promotion (Acting Incumbency)-

Should Lac La Biche County **formally appoint** a staff member to temporarily undertake the duties of a position which falls within a higher salary grid of the employees' current position for a minimum of 30 working days, the employee may receive acting pay. Acting pay is not automatic and must be initiated and approved by the employee's General Manager, using the "Two Up" procedure. Factors which will be considered in determining acting pay will include, but may not be limited to the length of the acting role and the scope of responsibility/duties expected of the employee accepting the role.

## 2.0 Procedure:

### 2.1 Term Position Reviews

All term positions that have been in place for more than one year will be reviewed by the CAO to determine if the term should be extended or if the conversion of the position to permanent status is appropriate.

### 2.2 Position Classification Process

Lac La Biche County utilizes a Job Evaluation System. The Job Evaluation System consists of two inter-related components:

- a) The Structured Questionnaire which is used to collect information about the responsibilities and related demands of positions within the organization;
- b) The Job Evaluation Plan. This component is a quantitative, analytical (point rating) structure used to determine the hierarchy of positions within the groups of positions, based on an assessment of the levels of complexity among those positions. The plan consists of an introduction, structural outline, and point rating scales with a related rating guideline where necessary.

All methods of job evaluation require the orderly collection of information and the objective exercise of judgment so that classification decisions are made.

### 2.3 Position Classification Appeal Process – Job Evaluation System

A Lac La Biche County Employee who wishes to appeal the allocation of his/her position to a particular pay level may do so by making a written request to the responsible General Manager or to the Manager of Human Resources. In the case of an employee reporting directly to the Chief Administrative Officer, the appeal should be made to the Manager of Human Resources or directly to the Chief Administrative Officer.

The written appeal request should include:

- action requested; and
- explanation of the reasons supporting the request for a review.

Steps in the Classification Appeal Process are as follows:

a) Step One

- The appellant shall submit the written appeal request, as described to the responsible General Manager or to the Manager of Human Resources;
- The responsible General Manager and the Manager of Human Resources shall review the appeal, add comments respecting the validity of the appeal and whether or not it is supported, and shall submit the appeal and comments to the Chief Administrative Officer within ten working days of receipt of the appeal from the employee.

b) Step Two

- The Chief Administrative Officer shall review the appeal, a current copy of the position description and the General Manager's and/or the Manager of Human Resources comments and shall reach a decision regarding the classification of the position in question. The Chief Administrative Officer may consult with any employees or specialist resources deemed necessary to develop the response.
- The Chief Administrative Officer shall, within ten working days of receipt of the appeal from the General Manager and the Manager of Human Resources, inform the appellant in writing as to the decision, and shall provide a copy to the Manager of Human Resources and the responsible General Manager.

The Chief Administrative Officer's decision shall be final and binding.

The Manager of Human Resources shall take any necessary administrative action flowing from the Chief Administrative Officer's decision.

No further appeals may be accepted from an appellant until:

- significant changes have occurred in the duties, responsibilities or reporting relationship of the appellant's position, and;
- a review of these changes to the position has been carried out under the provisions of Section 2.0 of these policies.

At the discretion of the employee, the appeal may be dropped at any point in this process.

Length of service, position in the salary range, market conditions and employee performance are NOT matters which may be dealt with through the Classification Appeal process.

## 2.4 Protection for Complainants

Implicit in this procedure is the stipulation that Lac La Biche County does not tolerate reprisals against an employee or volunteer who may make use of the County's appeal processes.

Verified violation of this provision may result in disciplinary action, up to and including dismissal.

## 3.0 Administrative Appeal Process

Where a dispute arises over the interpretation, meaning, operation or application of any term or condition of employment, with the exception of the classification of a position, an employee or volunteer may seek redress through this process.

Steps on this Administrative Appeal Process are as follows:

- a) Step One: Within 15 working days of having become aware of the issue to be appealed, the employee shall discuss the issue with the responsible General Manager or with the Manager of Human Resources in an attempt to resolve the matter. The responsible General Manager or the Human Resources Manager shall respond within five working days.
- b) Step Two: Failing a satisfactory resolution of the matter at Step One, the employee may, within five working days of notification of the decision at Step One, put the appeal in writing. The written appeal should be submitted to the Chief Administrative Officer.
- c) Step Three: The Chief Administrative Officer will review the matter and will render a decision, in writing, within five working days of the receipt of the written appeal. A copy of this decision shall be provided to the Manager of Human Resources and to the responsible General Manager.
  - The decision of the Chief Administrative Officer shall be final and binding.
  - Notwithstanding the provisions of Section 3.2 (b), where an employee or volunteer reports directly to the Chief Administrative Officer, the appeal shall be made to the Chief Administrative Officer, who shall reach and communicate a decision, which shall be final and binding.
  - The Manager of Human Resources shall take any administrative action necessary to permit implementation of the Chief Administrative Officer's decision.

Extensions to the time limits set out in this SOP shall be by mutual agreement between the parties.

“Original Signed”  
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Chief Administrative Officer

November 8, 2013  
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Date