



OSTA

Ottawa Student
Transportation
Authority

Job Classification, Union-Exempt

Effective Date: September 1, 2011

Policy Code – Version: H4 – V1	
Policy Name: Job Classification, Union-Exempt	
Approved by motion of Board on	01/09/2011
Cross Reference H4 - Job Classification Policy, Union-Exempt	
Related Forms Request for Classification Review Job Analysis Questionnaire	

Procedure

1.
 - a) A union-exempt employee (subsequently referred to as 'employee') may request a classification review by approaching her or his immediate supervisor. The supervisor will make a determination as to whether a classification review is merited, and will discuss the matter with the General Manager. Only those approved by the General Manager will be considered.
 - b) A Manager/Supervisor may initiate a review on behalf of an individual employee or group of employees.
 - c) A Manager/Supervisor may request a classification review without the support of the affected employee(s).
2. A Request for Classification Review (Attachment 1) and current and proposed organization chart (if applicable) must be submitted to the General Manager.
3. The General Manager will review the request and approve those submissions that reflect significant changes in responsibilities.

Note: Where responsibilities have been removed from another position's job description and added to the new job description, the General Manager will review both positions for potential reclassification.

4. Following approval by the General Manager, a Job Analysis Questionnaire (Attachment 2) and a New Job Description (Attachment 3) are completed. The

information provided will accurately reflect the job changes. The General Manager will review the submission.

5. The General Manager will review the submission, apply the Gender Neutral Comparison System (Attachment 4) to the revised job descriptions, and determine whether or not the job should be reclassified. Every reasonable effort will be made to address requests in a timely manner. Under normal circumstances, the process will be concluded in two (2) months of submitting the application.
6. The Employee will be advised of the outcome in writing with copies to the Manager/Supervisor.
7. Changes in salary will be processed to take effect as of:
 - a) the date the Request for Classification Review was initially received by the General Manager; or
 - b) the date of reorganization.

11. APPEAL PROCESS

If the Manager/Supervisor and/or the employee wish(es) to appeal the decision of the General Manager, there is an appeal mechanism described in the Pay Equity Act of Ontario which is available to incumbents of female designated job classes.

12. APPENDICES

Attachment 1:	Request for Classification Review
Attachment 2:	Job Analysis Questionnaire
Attachment 3:	Job Description Template
Attachment 4:	Gender Neutral Comparison System