

FREQUENTLY ASKED QUESTIONS (FAQ)

1. Who makes the classification decision?

The decision is made by the Compensation Services Branch at Labour Relations, a division of Treasury Board Secretariat in the Department of Finance.

2. What circumstances prompt a classification review?

Position descriptions are submitted and reviewed in Compensation Services for any of the following reasons, but not limited to:

- Significant changes to a position's responsibilities;
- A classification series review has been undertaken by Compensation Services;
- A new position has been created;
- An approved reorganization has occurred;
- Amendments such as a current date or working title;
- Changes to the percentage of time spent performing assigned duties and responsibilities;
- Reassignment of the position from one area to another;
- Employee Originated Request (EOR) or a Management Originated Request (MOR)
- Position description and/or classification analysis is not in SAP;
- Position has not been reviewed in a number of years;
- An extended FTE has been created for a different function than the primary position;
- Centrally originated reclassification requests (COR).

Compensation Services is responsible to ensure the appropriateness of classifications based on consistency, relativity and reasonableness. In doing so, there is a responsibility to maintain data integrity in the Government of Manitoba's Human Resource Information System (SAP) as it relates to the classification of positions. To ensure classification and data integrity are maintained, all position descriptions submitted to Compensation Services are reviewed by a Compensation Services Officer (CSO).

All position descriptions submitted for review are looked at on a case by case basis. The review may include a position audit meeting with the employee and/or manager. The classification analysis may or may not yield a different classification result. The review of the position description and subsequent classification decision will be confirmed in a decision letter generated by the CSO.

3. What if an employee believes they should be paid more for the duties performed in their job? Is that a reason for submitting a reclassification request?

No, pay issues are not addressed through the classification process but rather through collective bargaining.

4. The workload of a position has increased. Can a request for reclassification be submitted on that basis?

No, volume is not a valid indicator for the level of a position and is not considered a factor in classification. Some other common non-factors are confidentiality, duties assumed, accuracy required, level of supervisor's position, incumbent qualifications, technical terminology and market/recruitment/long service issues.

5. What is involved in a classification review?

A classification review involves a job evaluation, which assesses the kind of work (which classification series?) and the level of work (which level in the series?) using the appropriate job evaluation method.

Classification decisions are based primarily on the [classification specifications](#) or the particular method of evaluation applicable to the specific series, i.e. whole job comparison or point rating.

6. What is an interim reclassification?

When positions are assigned additional duties at a higher level for a fixed period of time, an interim (temporary) reclassification may be warranted. Requests for interim reclassifications are handled in the same manner as other classification reviews.

7. How is a request for reclassification submitted?

- For employee originated requests, an [Employee Originated Reclassification Request \(EOR\)](#) form needs to be completed.
- [Management Originated Reclassification Requests \(MOR\)](#), are handled in the same manner except the manager needs to provide a memo, rather than the EOR Form. The memo needs to indicate the reason(s) for requesting the review, the current classification level, classification level being requested, and changes to the position and organization since the last review.

8. Where are the position description forms and Employee Originated Reclassification (EOR) Request form located?

All of the forms can be found on the Labour Relations website at:
<http://www.gov.mb.ca/finance/labour/process.html>

9. Which of the three position description formats should be used?

The General Position Description Form is used for all positions with the exception of those in the Financial Officer (FI), Information Technology (IS) and Senior Management (XM, EX, EM) series, as well as positions in the Professional Officer pay plan. The forms are located at:
http://www.internal/finance/labour_relations/process.html

10. What information is required with a request for reclassification?

A formal reclassification request to the Compensation Services Branch includes:

- The current position description.
- The content of the position description needs to be verified by management via e-mail with the subject position description attached OR the signed hardcopy needs to be provided.
- A divisional organization chart as well as a branch/unit organizational chart. Organization charts must include SAP (500) position numbers, classification levels and working titles for all positions.

- The [Management Originated Request \(MOR\)](#) or the [Employee Originated Reclassification Request \(EOR\)](#) form detailing background information including the reason for the request, the current classification and level, the level being requested and changes to the position and organization since the last review.

For more information visit the Labour Relations website at http://www.internal/finance/labour_relations/process.html.

11. What is the maximum number of pages for a position description?

A position description should not exceed 6 pages in length.

12. Does a position description need to be signed?

The content of the position description needs to be verified by management via e-mail with the subject position description attached or the signed hard copy needs to be provided.

13. What if an employee has been doing the same job for many years and there are duties being performed that the manager does not even realize they are doing? Does this warrant a classification review?

No, positions are classified based on assigned duties. Assumed duties are not considered a factor in classification.

14. Where does an employee or manager send a classification request?

All requests should be sent electronically to classification@gov.mb.ca. Position descriptions are required in electronic format; however, any additional hard copy documentation can be mailed or faxed to:

Compensation Services Branch, Labour Relations Division
Treasury Board Secretariat, Department of Finance
811 – 155 Carlton Street
Winnipeg, MB R3C 3H8
Fax: (204) 948-2079

15. Once a reclassification request has been sent to Compensation Services, will a confirmation be sent out to the requester?

Yes, an acknowledgement will be sent via email and/or memo confirming receipt of the request. The acknowledgement will provide the name of the Compensation Services Officer that will conduct the review and confirm whether or not all required information has been received.

16. When will a decision be made?

A Compensation Services Officer will respond to the employee within sixty (60) working days following receipt of the request. The time limits may be extended by mutual agreement of the parties.

17. How is the effective date of the reclassification established?

The effective date is the first day of the bi-weekly pay period following the date a formal classification request is received by Compensation Services. Please refer to the effective date provisions in the [Classification of Positions Policy](#) for additional information.

18. What are the potential outcomes of a classification review?

A classification review can result in a position's classification going up, down or remaining the same.

19. What if an employee is not satisfied with the classification decision?

Where the employee considers the response unsatisfactory, the employee may appeal to the Civil Service Commission within twenty (20) working days upon expiry of the time limits prescribed or on receipt of the decision from Compensation Services. Information on the appeal process can be found in Step Two of the Reclassification Procedure Article in the [GEMA](#) as well as the Collective Agreement for the Organization of Professional Engineers Employed by the Province of Manitoba ([OPEEPM](#)).

Excluded employees and employees covered by other collective agreements may appeal in accordance with [Section 22](#) of the Conditions of Employment Regulations under *the Civil Service Act*.

20. What happens at the classification appeal hearing?

The Civil Service Commission Board hears the case in a quasi-judicial setting. The onus is on the employee to prove to the Civil Service Board that the requested classification level is appropriate for the position's responsibilities. A typical classification appeal hearing takes approximately two days.

21. Can a classification review impact other positions in the department or across Government?

Yes. Classification reviews consider relativity which ensures that employees are classified similarly for the same kind and level of work performed; consistency, which ensures classification specifications are applied equitably across government to ensure fair treatment of employees; and reasonableness, which ensures that job evaluation is based on facts and objective evidence.

22. Why do Manitoba Infrastructure and Transportation (MIT) and Aboriginal and Northern Affairs (ANA) have different position description formats?

Human Resources in conjunction with management developed a position description format a few years ago that linked employees directly to the vision and mandate of their departments. Competencies were also incorporated into the position descriptions which identify the knowledge skills and abilities needed for employees to be successful in their positions.

23. What is the role of Human Resources and Compensation Services in the classification process?

Please refer to this link [Roles of Human Resources and Compensation Services](#).