

Position Classification Review

Policy No. 333

Policy Statement:

To promote effective organizational governance, and to support consistent and equitable employee compensation and salary administration practices throughout the Archdiocese, all positions, whether temporary or permanent, shall be classified and placed within an appropriate category and/or position grouping and have an assigned salary range. Where there is a significant change in duties, responsibilities, and/or qualifications of an established position, a position classification review must also be completed.

Procedure:

New and Established Positions

- a) A position description must be completed by the supervisor and submitted for a position classification review.
- b) Upon completion of the classification review, the position will be placed within one of the following employee groupings/categories:
 - Administrative Support
 - Operational Support
 - Pastoral Support Services
 - Management and Professional
- c) An applicable pay/salary range will be determined for each new or established position, and approval obtained from the designated and authorized person for the pay/salary range, and as applicable, for any recommended salary adjustments for an employee.
- d) An employee in an established position, and who believes that their position has had a significant change in duties, responsibilities, or qualifications, may request in writing to their immediate supervisor, a classification review.
- e) In the instance of an established position, the classification review decision will be communicated in writing to the employee's immediate supervisor and to the employee.

Refer to Policy:

- No. 305 Compensation Salary Administration
- No. 323 Contract for Employment