



Subject	CLASSIFICATION PROCEDURE (Non-Regular Support Staff) (formerly titled "4.06 Classification Procedure – Auxiliary Staff")
Procedure Section	1 Classification and Reclassification
No.	1.03
Exempt Employment Policy References	Not Applicable
Collective Agreement References	Support Article 18 (Job Evaluation)
Forms & Other Reference Material	
Status of Approval	Approved 25-Apr-2013 Margo Kendal

PREAMBLE:

The job evaluation procedure in use at OC is a "point factor rating system". In this method of job evaluation, individual positions are evaluated based on the factors identified in the BCGEU Support Staff Job Evaluation Plan, with points assigned to each factor. The total score is then calculated and used to assign jobs to pay ranges. In order to ensure that non-regular positions are classified in line with the job evaluation system, the following guidelines in determining the appropriate classification level should be followed.

PROCEDURE:

1. Where a non-regular (or substitution) employee is to replace an existing regular employee, it may be clear that the replacement must possess the same skill level and will be performing all the core job functions. It would then follow that the non-regular employee should be compensated at the same level as the regular employee.
2. There will be occasions when a non-regular employee will only be performing some of the basic job duties. In this instance, the actual job requirements should be evaluated to determine the appropriate level of pay. A draft outline of the job duties must be submitted to the Human Resources Division, along with an indication of the appropriate qualifications. The position can then be evaluated and assigned a salary range.
3. Where a non-regular employee is required to assist with overload or to perform a special function, the actual duties must be assessed using the job evaluation system. In some instances, it may be appropriate to have a "basic" type of entry level position to cover the additional non-regular help that is required from time to time. A draft job description, along with the recommended qualifications, should be submitted to the Human Resources Division so that the position can be evaluated and assigned a salary range.