

LAMONT COUNTY

POLICY

- TITLE : CLASSIFICATION OF PERSONNEL
- AUTHORITY : ADMINISTRATION DEPARTMENT
- POLICY STATEMENT : ALL PERSONNEL POSITIONS APPROVED BY COUNCIL SHALL CONSTITUTE THE OFFICIAL ORGANIZATIONAL COMPONENT
- PURPOSE : TO CLASSIFY PERSONNEL IN A GRID SYSTEM FOR THE PURPOSE OF IDENTIFICATION, EVALUATION AND REGRADING
- POLICY RESOLUTION : 89-125, 95-526, 02-300, 14-051, 19-390
- PROCEDURE : The following personnel classification and pay administration guide is to be used by senior administration when evaluating personnel. All staff evaluations are to be conducted before December 31 of each year.

1. STAFF ESTABLISHMENT

- (1) The County Manager shall be responsible for determining the organization structure, number of positions and organizational relationships required to carry out the work within the municipal component of the county operations.
- (2) The County Manager will ensure that all staff have position descriptions.
- (3) The County Manager shall recommend approval of all full-time and part-time permanent positions to County Council.
- (4) Once approved by County Council, the positions shall constitute the official establishment of the applicable organization component.
- (5) All additions to, deletions from or other changes in position establishment shall be approved by the County Council.
- (6) All positions on the permanent establishment shall be properly classified in accordance with the county plan of classification. Proposed new positions will be classified prior to being added to the establishment.

- (7) All permanent or part-time permanent positions will be identified by a position number and called by the applicable official class title for payroll and personnel purposes.
- (8) The payroll/personnel clerk will be responsible for assigning position numbers to positions and maintaining current establishment lists.

2. CLASSIFICATION

- (1) County Council is responsible for approving any alterations, additions to or deletions from the plan of classification on the advice of the County Manager.
- (2) Where any significant change is made in the organization of Positions or the assignment of duties to positions the County Manager shall ensure that a new job description is prepared for each position as affected.
- (3) The County Manager may initiate a classification review of position in the establishment.
- (4)
 - (a) An incumbent of a position who feels that the Responsibilities inherent in the position have changed significantly may also request that the classification of the position be reviewed provided that at least six (6) months time has elapsed since the position was last reviewed.
 - (b) A supervisor or manager acting on behalf of a vacant position may also request that the classifications of a position be reviewed subject to the same six month limitation.
- (5) Once a classification review has been initiated, the County Manager shall either review the classification of the position ensure the review takes place.
- (6) Any classifications review that results in an increase in classification (i.e. allocation of the position to a different class with a higher maximum salary) shall be approved by County Council.
- (7) The County Manager shall advise employees whose positions have been affected of the outcome of a classification review.

3. PAY ADMINISTRATION

(1) An employee is entitled to be paid for services rendered in accordance with the rates of pay specified in the official classification and pay plan for the classification of the position to which the employee has been approved.

(2) Employees shall be paid monthly with pay days falling on or before the seventh day of the following month.

(3) Salary on initial appointment:

On initial appointment to the County service an employee shall be paid not less than the minimum and not more than the maximum rate of pay for the class of position to which the employee has been appointed.

(4) Salary on promotion or upward reclassification:

(a) Where an employee is appointed to a position having a higher maximum salary than his or her present position or occupies a position which is reclassified to a class having a higher maximum salary, the employee shall receive:

(i) The minimum rate for the new position where the employee presently earns less than the minimum salary for the new position; or

(ii) One full increment (approximately 2%) when the employee presently earns the same as or more than the minimum but less than the maximum salary for the new position.

(5) Salary on downward reclassification:

(a) Where an employee occupies a position which is reclassified resulting in its inclusion in a class having a maximum salary less than that previously applicable to the position, the salary payable to the employee shall remain unchanged.

(b) When an employee's salary exceeds the maximum for the applicable class, the employee shall not be entitled to receive further salary increase for that class until such time as the maximum salary assigned to the class exceeds the employee's present salary.

(6) Lateral transfer or lateral reclassification:

Where an employee occupies a position which is reclassified resulting in its inclusion in a class having a maximum salary the same as that previously applicable to the position, or is appointed to another position having the same maximum salary as his/her present position, the salary payable to the employee shall be unchanged.

(7) Appointment to a position with a lower maximum rate of pay:

(a) When an employee accepts a position having a lower maximum rate of pay than that of his/her former position, the rate of pay on appointment to that position shall be not less than the minimum salary nor more than the maximum salary for the position and shall be that rate which is equal to or nearest to the rate he/she was paid in the former position.

(b) When an employee is demoted for disciplinary reasons, his/her salary shall fall within the range of rates applicable to the class of position to which he/she has been appointed.

(8) Effective date of salary changes:

(a) The effective date of any salary adjustment due to a reclassification will be the date the change in duties and responsibilities of the position were reasonably brought in writing to the attention of the County Manager.

(b) The effective date of any salary adjustment due to a promotion, a demotion or voluntary acceptance of a position having a lower maximum salary will be the date the transaction is actually implemented.

(9) Regrading:

(a) When a class is regarded by the assignment of a higher pay grade, the salary of each employee in a position in that class shall be at the same step of the new range as it was in the old range except that at no time will the new salary exceed the maximum of the new range.

(b) Notwithstanding the provisions of 9(a), where an employee is hired at any step in the range other than the minimum due to labour market pressures, and the pay range is subsequently revised upwards, the employee will not receive an increase in proportion with the increase applicable to the class provided the employee

has been so advised in writing at the time of appointment.

(10) Acting pay:

- (a) An employee who is required in writing to perform the duties of a position having a higher maximum salary than the maximum salary applicable to his/her present position for a period of ten continuous working days or more, shall receive:
 - (i) The minimum salary in the acting position where his/her present salary is less than the minimum in that position; or
 - (ii) A salary one full increment higher than his/her present salary.
- (b) At no time will an employee receive more than the maximum salary for an acting position.

(11) Retroactive regarding or reclassification:

When the reclassification of a position or the regarding of a class is to take effect retroactively, only employees on strength on the date of implementation of such change shall be entitled to receive any retroactive benefits that might accrue.

(12) Pay transaction priorities:

Where a salary increase based on job performance and any other transaction such as a reclassification, promotion, regarding or general salary revision are effective on the same date, the job performance salary increase shall be processed first followed by the other transaction.