

Subject: Job Classification and Reclassification – Part II Non-Bargaining Personnel

Effective: September 2, 1976

Revised: June 1994; July 1, 2001

1.0 PURPOSE

This policy identifies the procedures to be followed for classifying or reclassifying non-bargaining positions in Part II of the Public Service.

2.0 APPLICATION

This policy applies to all non-bargaining personnel employed in Part II of the Public Services, with the exception of superintendents.

3.0 DEFINITIONS

Reclassification is the process of changing the classification of an existing position when it is determined that the position is improperly classified in light of the requirements for and responsibilities of the position.

4.0 LEGAL AUTHORITY

[Financial Administration Act](#) – paragraph s. 6(1)(c)

[Education Act](#) – section 47.1 District Staffing

5.0 GOALS / PRINCIPLES

5.1 The Department of Education considers it necessary to standardize the classification and reclassification review procedure.

5.2 The Department of Education endorses the principle of classifying jobs according to duties and a detailed description of the associated responsibilities.

6.0 REQUIREMENTS / STANDARDS

6.1 Initiation of a Request for Classification or Reclassification

A request for the classification of an unclassified or unfilled position will be initiated by the superintendent. A request for a position reclassification may be initiated by either the incumbent employee on their own behalf, or by the superintendent concerned.

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6.2 Classification Review Process

- 6.2.1 All requests for position classifications or reclassifications must be forwarded to the Director of the Human Resources Branch at the Department of Education.
- 6.2.2 Requests for classification or reclassification of all Part II non-bargaining positions will be made and processed in accordance with [Policy AD-2302](#) – Classification Review Process – Part II – *New Brunswick Administration Manual*.
- 6.2.3 The Department of Education will process requests for classification and reclassification on a timely basis, and will notify the employee and/or the superintendent, as appropriate, of the decision respecting the request. The appeal process set out in [Policy AD-2302](#) shall apply as set out in that policy.

7.0 GUIDELINES / RECOMMENDATIONS

None

8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING

A DEC may make policies with respect to conditions under or process by which position classifications or reclassifications are sought by their employees or superintendents that are not inconsistent with this policy or [Policy AD-2302](#).

9.0 REFERENCES

[Financial Administration Act](#)
[Policy AD-2302 – Classification Review Process – Part II – New Brunswick Administration Manual](#)

10.0 CONTACTS FOR ADDITIONAL INFORMATION

Department of Education – Human Resources Branch
(506) 453-2030

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