

REGION OF QUEENS MUNICIPALITY

Operational Policy No. 13 POSITION EVALUATION

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General Statement of Policy

It shall be the policy of the Region of Queens Municipality to provide a system of ongoing regular evaluations of employee positions to ensure each position fairly and accurately outlines the duties and responsibilities involved so that it may be classed for an appropriate salary range.

Policy Objectives

1. To provide a framework for the classification of employee positions.
2. To ensure that position classifications are reviewed and updated on a regular basis.

Policy Directions

1. Every employee position shall be reviewed by the Chief Administrative Officer, or his/her designate, no less than at least every three (3) years, but can be reviewed at any time if deemed necessary by the Chief Administrative Officer.
2. In consultation with the Department/Division Head, the Chief Administrative Officer and Deputy Chief Administrative Officer shall determine the appropriate position on the Region's employee pay scale for all new positions created.
3. When an existing position has been changed, the Chief Administrative Officer and Deputy Chief Administrative Officer, after consulting with the appropriate Department/Division Head, shall decide if the present position salary ranking is still accurate or if it must be increased or decreased.

4. In the case of the positions of Chief Administrative Officer and Deputy Chief Administrative Officer, the decision on the salary scale shall be made by Council.

Approved by Council: July 15, 2002