



**PROCESS FOR RE-EVALUATING EXISTING POSITIONS
OR THE ESTABLISHMENT OF NEW POSITIONS**
Policy E.1.F.1

Job descriptions are required for all Division positions.

New positions within Frontier School Division and re-evaluation of existing positions shall follow the processes outlined in Regulation E.1.F.1-R.

Adopted April 19-20, 2012		
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1. Re-Evaluating Existing Job Descriptions

- a. Dependent upon the changing needs of the area office, school, or department, re-evaluation of an existing position may be required. This process can be initiated by the employee or the supervisor.
- b. Factors to be considered before re-evaluation takes place include:
 - i. significant change in the duties and responsibilities of the position since it was last evaluated,
 - ii. requirements of the Division have changed.
- c. Once factors are confirmed and the supervisor feels the request is justified, the supervisor requests a Position Classification Questionnaire from the Human Resources department. This questionnaire is to be completed by the incumbent.
- d. The completed questionnaire is forwarded to the Area Superintendent, Assistant Superintendent, or Secretary-Treasurer for review.
- e. The Area Superintendent, Assistant Superintendent, or Secretary-Treasurer forwards this questionnaire to the Chief Superintendent for discussion.
- f. Upon direction from the Chief Superintendent, the Human Resources department prepares a revised draft position description with input from respective Area Superintendent, and USW for unionized positions, and conducts market analysis to establish wage(s) and salary(ies). This information is forwarded to the Chief Superintendent.
- g. Final recommendation on the re-evaluation is forwarded to the Board's Finance Committee for consideration. The Finance Committee brings forward recommendation(s) to the Frontier School Board.

2. New Positions

- a. New positions for consideration must be submitted by the Area Superintendent, Assistant Superintendent, or Secretary-Treasurer to the Chief Superintendent for discussion.
- b. The Chief Superintendent will discuss the proposed position with the Board for consideration.
- c. If approved by the Board, the Chief Superintendent shall direct the Human Resources department to finalize a job description and salary scale.
- d. The job description shall be approved by the Chief Superintendent.

Adopted April 19-20, 2012		
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