



Job Classification Review Process

Updated August 2025

Step 1: Draft/Update the Position Description

- The Manager, in conjunction with the Employee if applicable, drafts/updates the position description. The Manager determines the work performed and must approve the position description before submission.
- The Manager/Employee may forward the draft position description to their [Human Resources Consultant](#) for initial review/feedback before formal submission.

Step 2: Submission of Job Classification Review Request

- All new AESES and CMP positions must be classified before they can be filled.
- Existing positions may be submitted if they have changed significantly (more than 25%) since the last classification review, or if a minimum of six (6) months has elapsed since the last review.
- Manager/Employee submits the [Request for Classification Review](#) form to classification@uwinnipeg.ca along with the updated position description. The form must be fully completed with all signatures.

Step 3: Classification Review

- The Classification Review Committee will be established and meet within ten (10) working days upon receipt of classification request.
- Positions are classified using the Hay Guide Chart Method of job evaluation, and all members of the Committee are trained in this method.
- Committee decisions are decided by majority vote for CMP positions, and consensus for AESES positions.
- The Compensation Specialist issues the outcome letter to the Manager and Employee and ccs HRIS to update system information.

Step 4: Appeal

- If unsatisfied with the results of the classification review, the requesting department can initiate an appeal within twenty (20) working days of receipt of the outcome letter.
- The fully signed [Appeal Request form](#) is submitted with justification. A revised position description may also be submitted if necessary.

Step 5: Classification Review

- A Classification Appeal Committee will be established and meet within ten (10) working days upon receipt of classification request.
- No person who was directly responsible for the evaluation or of the position immediately prior to the submission of the appeal may be appointed as a representative on the Classification Appeal Committee.
- The Compensation Specialist issues the outcome letter to the Manager and Employee and ccs HRIS to update system information.